



msc Medical  
Schools  
Council

February 2026

# Policy Officer

RECRUITMENT PACK

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# The Medical Schools Council

The Medical Schools Council (MSC) is the representative body for UK medical schools. The council is made of the heads of UK medical schools and meets in order to shape the future of medical education in the UK. Whilst the MSC is an independent company and charity we are aligned with Universities UK (UUK) which provides HR and finance functions.

As well as the heads of medical schools, other groups meet under the auspices of the Medical Schools Council to provide expert opinion on particular areas of medical education and research. The Assessment Alliance is made of heads of assessment from member medical schools while the Selection Alliance is made of heads of selection. Leaders in education, research, fitness to practise and medical electives also meet.

Together these groups form a body of experts which is able to define policy, share best practice and run major national projects such as the Assessment Alliance's Question Bank. In this way, the Medical Schools Council allows for the collaborative shaping of strategy and initiatives at the UK level while preserving the autonomy of individual medical schools.

## Mission

1. To be the authoritative voice of UK medical schools
2. To ensure the world-class quality of UK medical education
3. To be a global leader in medical assessment
4. To focus on equality, diversity and inclusivity, to enhance clinical leadership and develop leaders within medical schools
5. To maintain and build on the close relationship between universities and the National Health Service
6. To explore the public's needs of doctors and the changing role of the doctor in the future of healthcare
7. To promote clinical academic careers and the conduct of high-quality research in medical schools
8. To facilitate the transition between undergraduate and postgraduate environments
9. To support all aspects of medical schools' work and add real value for members
10. To provide a supportive network for medical school deans and their colleagues

# The Dental Schools Council

The Dental Schools Council is the representative body for 25 dental schools across the UK and Ireland. This includes all dentistry programmes, and some standalone dental therapy and dental hygiene programmes. It is the authoritative voice of dental education in the UK and Ireland, engaging in representative and policy work on matters relating to dental education as a whole. The Dental Schools Council works to maintain and improve quality in education, clinical training and research.

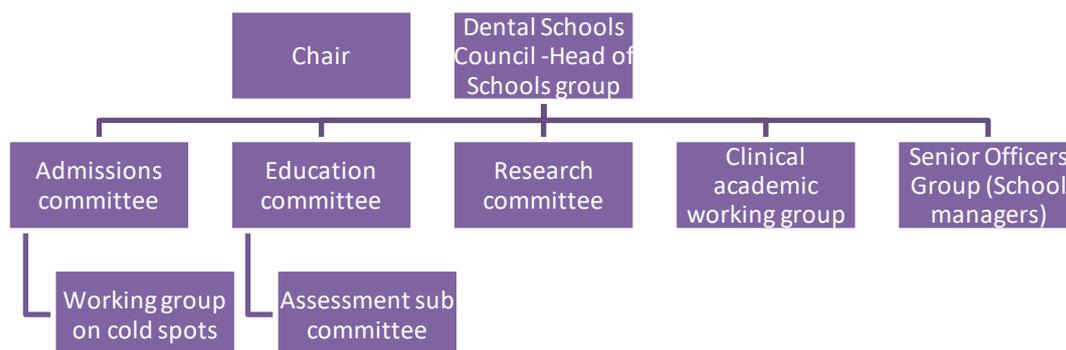
Internal work focuses on:

- Raising awareness of best practice
- Collaborating on joint projects and programmes e.g. summer schools for applicants
- Considering new joint guidance

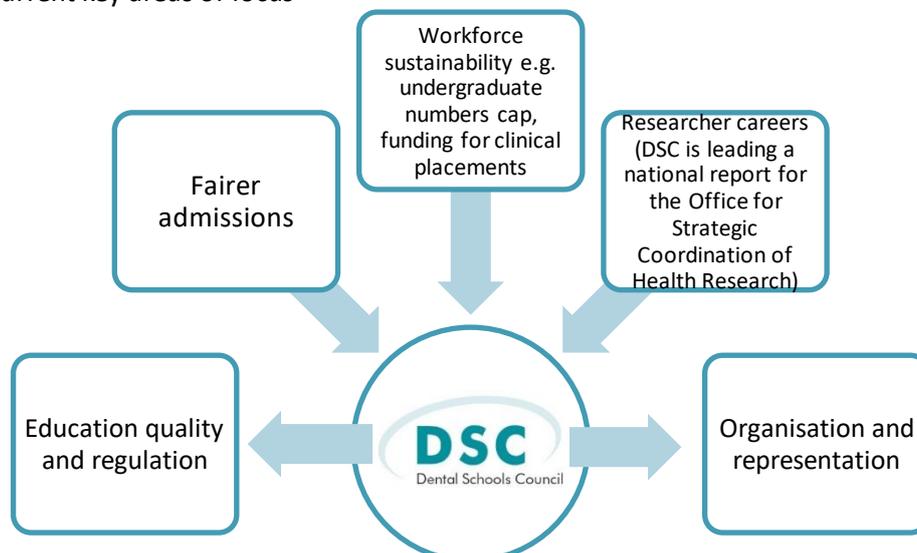
External engagement focuses on:

- Directly working with postgraduate and regulator colleagues on education policy
- Communicating DSC aims to the sector and the government via reports, attending regular external meetings, meeting civil servants and colleagues in NHSE
- Responding to consultations including from four nation governments and NHS and health thinktanks

DSC structure and committees



DSC's current key areas of focus



## The Association of Dental Hospitals

The Association of Dental Hospitals is a membership organisation which represents the voices of dental hospitals across the UK and Ireland. Members are dental hospitals/academic clinical facilities which provide dental services, and have a significant commitment to NHS funded undergraduate and/or postgraduate dental students. Our members are closely linked with a dental school, and are a part of larger health organisations, such as NHS Trusts, which have a strong focus on clinical service, teaching and research.

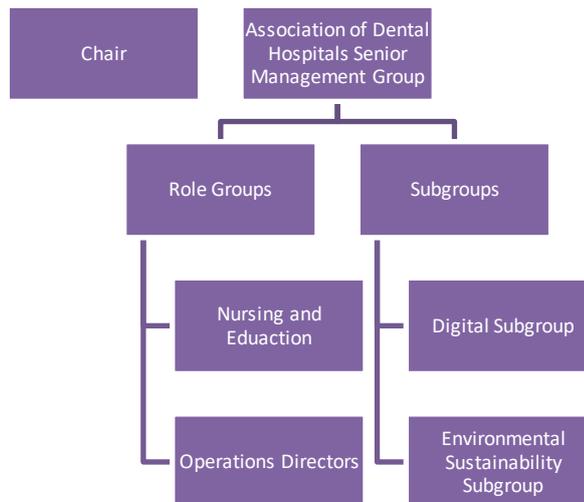
Internal work focuses on three shared priorities,

- Leadership and succession planning
- Environmental sustainability
- Digitalisation

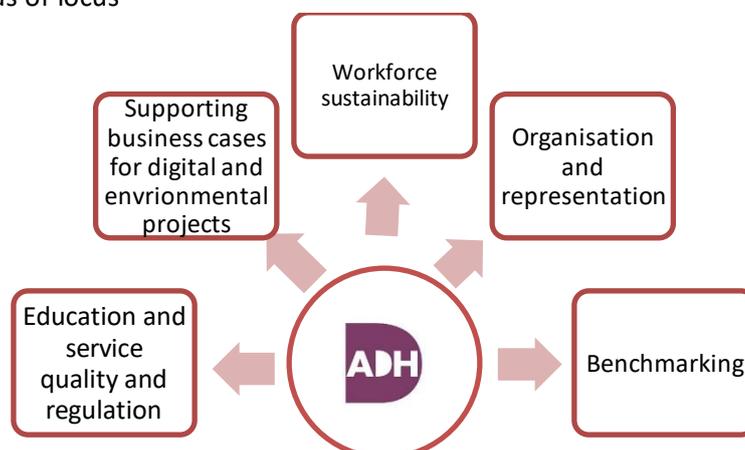
External engagement currently focuses on:

- Communicating ADH aims to the sector and the government via reports, attending regular external meetings including the Dental Leadership Network, and meeting Chief Dental Officers.
- Responding to consultations including from four nation governments and NHS and health thinktanks

### Structure



### ADH's current key areas of focus



## Role description

**Post title:** Policy Officer (Medical Schools Council/Dental Schools Council/Association of Dental Hospitals)

**Responsible to:** Senior Policy Officer, Dental Schools Council

**Salary:** £34,646 - £38,496 (Depending on experience). MSC provides regular progression through the band subject to performance, and there is an annual uplift in line with inflation. Please see the benefits page for more information on the full package including pension details.

**Term:** Permanent (subject to a 6 month probation)

**Location:** 1 day minimum in the London (Euston) office per week.

### **The Team:**

Working across the policy team, the postholder will have strong skills in understanding and influencing policy, and working with senior colleagues. They will be able to communicate effectively and monitor and evaluate the effectiveness of their engagement and support strategies. They will be able to support member organisations to share best practice in a trusting environment. This is a new role.

### **Job summary:**

The postholder will work at the point where health, higher education and government policy meet, across the UK and Ireland. This policy environment is fast moving and shaped by tight financial pressures. We are looking for someone who is genuinely interested in policy and curious about how universities and health education organisations work, including the people and dynamics that shape decisions.

The role will involve responsive, professional committee support with clear, evidence informed policy work. The postholder will help gather member insights and enable input in timely external briefings, and practical support for the sector. The successful candidate will be keen to contribute and to build strong working relationships, and committed to equality, diversity and inclusion.

This is a hybrid role and the postholder will spend a minimum of one day a week in our Euston office.

## Key responsibilities

- Assistant delivery of the MSC Heads of Schools annual residential and regular meeting.
- Providing secretariat and policy support to the MSC Education Leads Advisory Group, which manages information requests from researchers and other interested parties to medical schools.
- Providing secretariat and policy support to the DSC Education Committee and Assessment Subcommittee and running the DSC survey screening group.
- Providing secretariat and policy support to Digital group of ADH.
- Understanding Medical Schools Council, Dental Schools Council, and Pharmacy Schools Council member priorities, issues and challenges including their context in HE, Health and politics.
- Where appropriate, commissioning external providers, including setting appropriate deliverables and monitoring high quality delivery.
- Informing and communicating reports and briefings to the Higher Education and Health sector.
- Arranging events in person and online.
- Facilitating reporting lines for committees within MSC, DSC and ADH.
- Working with an external agency to create and pilot external engagement experiments, and preparing evidence from these to propose changes to improve visibility and engagement across the organisation.

## Compliance and governance

- To take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- To ensure compliance with UUK's internal procedures and all external legal requirements.

## Personal effectiveness

- To take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

## General

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.
- To work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

## Person specification

<b><u>Essential</u> skills, knowledge and qualifications</b>	<b>Assessment</b>
A degree (completed or undertaking) or equivalent experience working in higher education	Interview 1
Excellent communications skills including high level of written and spoken English, ability to write succinctly, persuasively and accurately in various formats	Task
Adept at developing excellent interpersonal relationships	Task/Interview 2
Excellent computer literacy including Microsoft suite word and excel and awareness of appropriate Gen-AI use	Task
Ability to plan, organise and prioritise workload reliably, including in collaboration with other team members and external senior colleagues	Task/Interview 2
Ability to travel occasionally to member organisations and DSC meetings in the UK	Interview 1
Ability to understand and evaluate evidence, assessing statistics and arguments and engaging with academic research and researchers.	Task/Interview 2
Understanding of rules on sensitive information and confidential data	Task/Interview 2
Understanding of, and commitment to, equality, diversity and inclusion as set out in UUK’s Equal Opportunity policy.	Task/Interview 1
Experience supporting events	Task/Interview 2

<b>Desirable experience</b>	<b>Assessed by</b>
Experience in higher education or the health sector (any role)	Task/interview 2
Experience or participating in a membership organisation	Task/interview 2
Experience working with stakeholders	Task/interview 2

# Working at the Medical and Dental Schools Councils: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity.

## Staff benefits

MSC offer many staff benefits that will support your wellbeing, including:

- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus 4 discretionary days plus bank holidays
- a generous pension scheme (SAUL) – currently employees pay 6% of your pre-tax salary in, and your employer pays 19% of your salary in (subject to change)
- season ticket loans after 6 months
- staff loans including bespoke loans for qualifications
- cycle to work scheme
- salary progression plans
- £45 contribution every two years towards eye tests and the purchase of glasses where required
- virtual medical care – 24 hour access to GP consultations.

## Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts. We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and health and the enthusiasm to spread the message about the positive impacts health schools have on our society. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

### An equal, inclusive and diverse place to work

**Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.**

# Staff engagement and wellbeing at work

## Wellbeing at work

MSC and UUK care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice
- Following best practice and accredited with the Workplace Wellbeing Charter
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Providing an Employee Assistance support helpline.

## MSC values and behaviours

Our Values	Our Behaviours
Staff wellbeing	We are: <ul style="list-style-type: none"> <li>• Inclusive and diverse</li> <li>• Respectful and friendly</li> <li>• Supportive</li> </ul>
Communication	We are: <ul style="list-style-type: none"> <li>• Timely</li> <li>• Tailored</li> <li>• Engaging</li> </ul>
Learning	We are: <ul style="list-style-type: none"> <li>• Critically evaluating and developing</li> <li>• Sharing insight</li> <li>• Valuing creativity</li> </ul>
Identity/Voice	Our identity and voice is: <ul style="list-style-type: none"> <li>• Purposeful</li> <li>• Influential</li> <li>• Inspiring</li> <li>• Collaborative</li> </ul>
Team	Our teams are: <ul style="list-style-type: none"> <li>• Aligned to tasks</li> <li>• Harness diverse skill sets</li> <li>• Generous with sharing credit</li> </ul>
Committed to getting things done	We encourage: <ul style="list-style-type: none"> <li>• Taking responsibility</li> <li>• Focus on priorities</li> <li>• Exercising judgement in managing and time resources</li> </ul>

The Medical Schools Council is the representative body for UK medical schools.

The Dental Schools Council is the representative body for UK and Irish dental schools.

The Association of Dental Hospitals is the representative body for UK and Irish dental hospitals.

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