

The Biochemical Society - Proposed Job Description for:

Job Title	Policy and Public Affairs Officer
Reports to	Director of Society Programmes
Department	Education, Training & Policy
Location	Charles Darwin House, Roger Street, London

Overview

The Biochemical Society promotes the future of molecular biosciences; facilitating the sharing of expertise, supporting the advancement of biochemistry and molecular biology, and raising awareness of their importance in addressing societal grand challenges.

We have an exciting opportunity for a Policy and Public Affairs Officer to play a key role in taking forward the Society's policy programme as we enter the next three years of our Group Strategy.

Working closely with colleagues and Society members (often in partnership with other sister societies and organizations), you will lead and deliver the Society's programme to support and engage our members in feeding into key policy issues relating to the molecular biosciences, as well as promoting the importance of our discipline and through this the broader life sciences.

You will manage a variety of activities, including our Policy Network, policy events and our popular Diversity in Science grants scheme. With an ability to analyse complex information and present this in a clear and engaging way, you'll be responsible for feeding into consultation responses led by organizations such as the Royal Society for Biology and Campaign for Science and Engineering, as well as writing responses and other policy-related communications on behalf of the Society. This will include responsibility for ensuring effective public affairs monitoring and responding to news stories where appropriate.

A background in a STEM subject and experience in policy and/or public affairs is essential for this role, together with strong critical thinking ability and excellent organizational and communication skills.

Key accountabilities

- Engaging members with key policy issues and feeding their views into consultations responses and other policy activities. Leading the Society's work with the Policy Network. Providing support and training opportunities for members on how to engage with policy;
- Writing reactive and proactive policy communications (including consultation responses and position statements) by consulting with members and appropriate groups/committees, convening meetings and analysing existing policy;
- Providing timely and appropriate internal briefings and reports to senior staff and committees as required;
- Scanning the media to identify and respond to relevant news stories, developing the Society's public response and increasing the organization's profile relating to science policy developments;
- Contributing policy-related articles to the *Biochemist* magazine and blog, as well as policy-related content for the website;
- Representing the Society on external committees, including the Learned Society Partnership on Antimicrobial Resistance (LeSPAR), Policy Lunchbox programme and Parliamentary Affairs Committee;
- Leading and managing the Society's presence at policy-related events such as STEM for Britain, Voice of the Future and Links Day, working in partnership with Communications & Marketing and other teams and external partners where appropriate;

- Managing the Society's Diversity in Science grants scheme, working alongside the Operations & Grants administrator and with the Head of Membership Engagement on wider equality, diversity and inclusion activities;
- Convening meetings and providing secretariat support for the Society's Policy Advisory Panel, including minute taking;
- Administering the policy budget, including support for cross-sectoral organizations;
- Monitoring and responding to emails in the Policy mailbox
- Working closely with and providing support to the Marketing and Communications function as required

Key knowledge and skills

Essential:

- Degree or equivalent in a STEM subject;
- Excellent organisational and time management skills;
- Excellent communication skills, both oral and written;
- Demonstrable experience in delivering policy and/or public affairs activities;
- Ability to liaise with stakeholders at all levels/from a variety of backgrounds;
- Proactive approach to problem-solving
- Skilled in using Microsoft Office – Word, Excel, PowerPoint

Desirable:

- A broad understanding of science and innovation in the UK and internationally

Circumstances

- Able to be flexible about working hours on occasions
- Able to undertake national and/or international travel on rare occasions

Competencies to be evidenced in this role are:

Judgement

Makes sound decisions; bases decisions on fact rather than emotion; analyses problems skilfully; uses logic to reach solutions.

Cooperation/Teamwork

Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

Reliability

Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.

Support of Diversity

Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for the multicultural workforce; applies the philosophy of equal employment opportunity; shows sensitivity to individual differences; treats others fairly without regard to race, sex, colour, religion, or sexual orientation; recognizes differences as opportunities; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Problem Solving

Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action, even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyses current procedures for possible improvements; notifies supervisor of problems in a timely manner.

Communication

Writes and speaks effectively, using conventions proper to the situation; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others using all appropriate tools of communication; uses consideration and tact when offering opinions.

Attention to Detail

Is alert in a high-risk environment; follows detailed procedures and ensures accuracy in documentation and data; carefully monitors gauges, instruments or processes; concentrates on routine work details; organizes and maintains a system of records.