



Science Council

Policy Officer – Job Description

Title:	Policy Officer
Salary:	£33,000 - £35,000
Working Hours:	Full time, 5 days a week or part time considered 3-5 days a week (1 FTE)
Type of contract:	Permanent, fixed term contract or secondment for 2 years
Direct reports:	None
Reports to:	External Relationships Manager

Working Location:

The Science Council's office is based at 71 Central Street London, EC1V 8AB. This role will be flexible between the office and home working with some London and UK-travel expected. (Please note during the COVID pandemic all staff are currently working remotely.)

Background:

The Science Council is membership organisation for professional bodies and learned societies across the disciplines of science. It promotes the advancement and dissemination of knowledge of and education in science, pure and applied, for the public benefit. The Science Council is a charitable body that sets the standards for professional registration for practising scientists and science technicians.

Purpose:

Enable the Science Council to provide a policy positions as it pertains to the Science workforce, practising scientists and science technicians. To support and influence policy as it relates to pan-science matters across our community.

Responsibilities:

Strategy

- Monitoring the landscape and identifying the need for/commissioning relevant research independently and in partnership with others.
- In line with Science Council strategy develop a policy approach which is influential for members and registrants of the Science Council.

Relationships

- Develop a map of influencers and a programme of activity to reach and influence those people that can enable the Science Council to fulfil its aims.
- Alongside the CEO and the External Relationships Manager, develop strong influential relationships with key stakeholders.
- Build relationships with policy and public affairs leads among the Science Council's member organisations in order to inform our policy position.

Policy

- To monitor relevant policy activity across the UK and prepare regular briefings to ensure that Science Council staff, member bodies and trustees are aware of key political and legislative developments relevant to the charity's vision.
- With the External Relationship Manager develop policy positions in line with Science Council views and its members.
- To respond to policy debates around education and training related to the career of a scientist and or science technician.
- Maximising the message that registration is a key component of a career pathway in science.



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Science Council Policy Forum

- To coordinate and manage the Science Council's Policy Forum.

Consultations

- To monitor and flag up relevant consultations and prepare draft responses working with member organisations and the senior team, for agreement by CEO.

Parliamentary Affairs

- To identify opportunities for the Science Council to contribute to parliamentary select committees, All Party Parliamentary Groups, consultations and debates as agreed.

Website and Social Media

- To maintain and update policy content on the Science Council website via the Marketing and Communications Executive
- To provide policy content for social media, website and publications

Monitoring and Feedback

- To monitor and evaluate the success of policy activities and use the findings to inform further work and influence the future direction of the strategy

Employees are also required to comply with all Science Council policies and relevant legislation.

You may be expected to carry out other duties which fall reasonably within this role.

This is a description of the job as it is presently constituted. It is the practice of the Science Council to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

Person Specification

Qualifications and Experience:

Required

- Experience and relevant qualification in politics, policy or related areas
- Experience as an account manager or supporting member bodies in a membership organisation or equivalent
- Ability to write succinctly and precisely in a clear, credible and easy to read style
- Self-motivated with the ability to work autonomously with minimal supervision
- Track record of taking responsibility and delivering results
- Successful experience of working as part of a team to deliver joint objectives
- Proficiency with MS Office suite of applications, in particular Excel, Word and PowerPoint

Desirable

- Empathy and interest in science and understanding of the science workforce



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Personal qualities:

- Able to initiate and build effective relationships
- Discreet and with a good grasp of protocol and political sensitivities
- Excellent attention to detail
- Highly organised and systematic in approach to work with proven time management skills.
- Strategic thinker
- An ability to stay calm and cope with working under pressure
- Able to relate to people of all ages, seniority and experience
- The ability to develop and maintain order and systems
- A personal commitment to an inclusive approach that values diversity

Our team and values:

We are a small team with staff working across a broad range of areas. We are positive and balanced in our promotion of the contribution of scientists and technicians, and collaborative in our approach to debate and discussion.

As a membership organisation and employer, we work for the benefit and well-being of society. We value diversity and work to create an environment in which everyone feels included and valued.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Application Information:

To apply for this role, please submit an up to date CV and covering letter via our online application form outlining your suitability for the role according to the job description and person specification.

Closing date for applications: 21 January 2020
Interviews: w/c 8 February 2020

Please apply early as we may bring the closing date forward should we receive a high volume of applications.

Referees will only be contacted post the interview stage.

DATA PROTECTION – By submitting an application you agree that the Science Council collects and manages the information that you provide. Your personal information will be used for recruitment purposes only. Your application will be treated with strict confidentiality.