

Royal Society International Science Policy Centre: application pack for Policy Managers & Policy Officers (references V43-08 & V44-08)

1 Background to the Royal Society

The Royal Society is a Fellowship of 1400 outstanding individuals from all areas of science, and from mathematics, engineering and medicine, who form a global scientific network of the highest calibre. Founded in 1660, the Society has three roles: as the UK's national academy of science, as a learned society, and as a funding agency. Our Fellows have contributed to many of the major scientific developments of the last three and a half centuries.

In addition, our Research Fellowship includes more than 600 of the brightest upcoming researchers in science, technology, engineering and mathematics, who will be the scientific leaders of the future. The Fellowship is supported by a permanent staff of 130, with responsibility for the day-to-day management of the Society and its activities.

Our mission:

To expand the frontiers of knowledge by championing the development and use of science, mathematics, engineering and medicine for the benefit of humanity and the good of the planet.

Our aspirations:

To play a major role in ensuring that:

- The UK retains its position as one of the world's leading scientific nations;
- Scientific knowledge is used for the maximum benefit of the planet and its people;
- The wider scientific community embraces the opportunity to engage actively in public life.

Our strengths:

- Independence;
- A unique remit across the sciences, mathematics, engineering and medicine, and our direct access to the highest levels of expertise in these subjects;
- Belief that understanding of the world should be built on evidence-based enquiry, and that progress results from investment in excellent individuals;
- Conviction that science is a major driver of social and economic progress, and that policymaking must be informed by the best available scientific advice;
- Commitment to ensuring that the wider public feels able and willing to engage with science and its applications, and that people of all ages and backgrounds have the chance to achieve their full potential in the pursuit of scientific knowledge and skills.

Our strategic priorities:

As we approach our 350th Anniversary in 2010 we are refocusing our efforts around five strategic priorities to ensure that our contribution to shaping the future of science in the UK and beyond has a deep and enduring impact. We will:

- **Invest** in future scientific leaders and in innovation;
- **Influence** policymaking with the best scientific advice;
- **Invigorate** science and mathematics education;
- **Increase** access to the best science internationally;
- **Inspire** an interest in the joy, wonder and excitement of scientific discovery.

2 The International Science Policy Centre

In the run-up to its 350th Anniversary, the Society is establishing an International Science Policy Centre (ISPC). The new centre will build on the Society's track record of influential, high-quality scientific advice to policymakers, by scaling up the global reach and impact of its policy work. It will map and analyse the latest developments in science policy around the world. And it will become a hub for debating new ideas and connecting scientists to policymakers and the wider public. A new Director for the Centre, James Wilsdon, joined in September 2008, and an Advisory Group has been established, chaired by Lord (John) Krebs FRS.

The work of the ISPC will be organised around three closely-linked strands of activity:

- **International** (Led by Tracey Elliott) – responsible for internationalising our policy work, strengthening our global networks and leading a growing portfolio of projects on issues such as the changing geography of science, international cooperation and science diplomacy.
- **Policy & projects** (Led by Nick Green) – responsible for major policy projects and day-to-day policy work, with an emphasis on developing internal skills and capacity and improving project management.
- **Strategy and horizon-scanning** (Led by Rachel Quinn) – responsible for longer-term strategy, horizon-scanning, flagship projects (e.g. for the 2010 anniversary), scoping cross-cutting themes, and strengthening our external links and networks.

Across these three strands, the ISPC will support the Officers and Fellows of the Society in projects, policy studies and other activities. The work will include developing dialogues with policy makers and influencers in government and industry and, to a lesser extent, directly with the public. The aim is to enable the Society to make high quality and robust contributions to public policy through discussions, policy submissions and major reports. Much of the work will be done through studies undertaken by Working Groups of Fellows and other distinguished experts from around the world, which the staff of the ISPC will support in various ways. The ISPC will work closely with the Society's Media Relations and Public Affairs teams in communicating our policy messages to a wide range of audiences.

3 Current opportunities

As we develop the Centre, we are keen to hear from anyone with relevant experience and commitment to science, technology and innovation policy. We would be pleased to explore a range of full-time and part-time opportunities, and temporary secondments from government, business, the Research Councils and other organisations.

Currently we have up to six vacancies for Policy Managers and Policy Officers. Below are general descriptions of these roles. This is followed by specific details of the priority areas for the current round of recruitment.

3.1 Policy Managers

With several years of experience in policy analysis and project management, you will lead a particular area of our work (for example, on biosciences or capacity-building in Africa) and coordinate a mix of high-profile projects and networking activities. You will have a detailed understanding and direct experience of policy processes in the UK, Europe or internationally. You will be expected to provide leadership in a key area of the Society's policy work. You are likely to have project and line management responsibility for one or more Policy Officers, and you will play an active role in the overall development of the ISPC and its team.

Key tasks:

- Leading and coordinating a particular area of the Society's policy work;
- Closely monitoring UK, EU and international developments in this area;
- Building networks of influence with policymakers, scientists and other stakeholders;
- Coordinating, drafting and editing policy studies, reports and other outputs;
- Designing and organising events and other platforms for the dissemination of policy findings;
- Representing the Society in meetings or seminars with government, policymakers and others;
- Horizon-scanning, identifying and scoping new project opportunities;
- Supporting the ISPC Director to develop and implement the overall strategy for the Centre.

Person specification:

Education

A degree (or equivalent) in a science, engineering, technology, economics or social sciences Essential

Knowledge/skills/abilities

A good understanding of national and/or international science policy	Essential
Expertise and experience in one or more areas of science policy	Essential
Skilled oral and written communication with a range of audiences	Essential
Effective interaction with people at all levels of seniority	Essential
Assessment and reporting of technical information in a clear and concise manner	Essential
Self-organisation and management of several tasks simultaneously	Essential
Highly motivated and an ability to elicit similar motivation in others	Essential
An enthusiastic team player, with experience of collaborative working	Essential

Experience

Managing complex projects	Essential
Writing, editing and disseminating reports	Essential
Establishing and maintaining a network of contacts	Essential
Managing staff, either formally or informally	Essential
Working with committees	Desirable

Circumstances

Able to be flexible about working hours on occasions	Desirable
--	-----------

3.2 Policy Officers

With knowledge and a real enthusiasm for one or more areas of science policy, you will contribute to our work by undertaking research, drafting reports and providing support to expert committees. You will lead on some specific projects or sub-projects and work with a policy manager on other activities. You will also contribute to the overall development of the ISPC and its team.

Key tasks:

- Monitoring one or more policy areas and producing regular briefings and updates;
- Writing consultation responses, organising meetings, writing presentations, and disseminating policy findings;
- Providing secretariat support to working groups and committees, preparing agendas, background papers and minutes;
- Organising meetings between senior Society officials and external representatives from government, non-governmental organisations and other bodies;
- Co-ordinating and updating our advisory networks;
- Assisting with the development of project plans;
- Horizon-scanning, identifying and scoping new project opportunities;
- Assisting with preparation of policy documents, including writing, editing and proof-reading.

Person specification:

Education

A degree (or equivalent) in a science, engineering, technology, economics or social sciences Essential

Knowledge/skills/abilities

Expertise and experience in one or more areas of science policy Desirable
Able to convey complex scientific, technical and policy-related ideas effectively Essential
Effective interaction with people at all levels of seniority Essential
Able to prioritise and manage more than one set of tasks simultaneously Essential
First class management of time and workload to meet tight deadlines Essential
Preparation of written and oral briefings, and of minutes from meetings Essential
Computer literacy (word processing, spreadsheets, PowerPoint) Essential
An enthusiastic team player, with experience of collaborative working Essential

Experience

Preparing minutes from meetings Desirable
Employment in an office environment Desirable
Experience of working in a policy environment Desirable
Use of customised database software Desirable

Circumstances

Able to be flexible about working hours on occasions Desirable

4 Priority areas for the current round of recruitment

4.1 Innovation and the science base

Governments around the world now accept that a properly functioning science and research base is a key driver for economic prosperity, social progress and environmental sustainability. We aim to provide UK and international policy makers with the best advice on how to fund, structure, and create wealth from the science base. Our work addresses issues such as:

- The future of publicly funded research in the UK and internationally;
- Undergraduate science teaching and postgraduate training;
- The exchange of knowledge between the research base, business and public services;
- The changing relationship between science, technology and innovation;
- Measuring the economic, social, and intrinsic value of science;
- Metrics and indicators for innovation;
- The changing global landscape for science and innovation.

Our current priority is the completion of a major study into the role of science, technology, engineering and mathematics (STEM) in services sector innovation (<http://royalsociety.org/servicesinnovation>). Other recent work has included projects on the supply of and demand for science graduates and post-graduates (<http://royalsociety.org/document.asp?tip=0&id=7403>) and consultation responses on topics such as the assessment and funding of university research.

There is an opportunity to help shape the direction of the Society's future work programme in this important and growing area. Our future priorities are likely to include greater emphasis on the global context for science and innovation, the rise of new and emerging economies, and the changing dynamics of competition and cooperation that these developments create for the UK and Europe.

Job scope

We are seeking to appoint two new posts in this area. Successful applicants will contribute to our ongoing project on services sector innovation and will play a key role in developing our future work programme.

We also expect the post holder to contribute to our work on research assessment and funding; research careers; the supply and demand of STEM skills; international science and innovation; and European research programmes.

4.2 Environment, energy and climate change

Climate change is one of the greatest challenges of the 21st Century. Determining what the impacts are likely to be, and how to respond through adaptation and mitigation requires high quality advice to policymakers from the scientific community. At the same time, the world is experiencing a huge increase in energy demand. Changes in the natural world are affecting water resources, air quality and food security. And there is increasing pressure on the environment from fisheries, waste disposal and water consumption. Meeting the Millennium Development Goals will be far harder if these impacts on the environment are not addressed.

The Royal Society has a strong track record of influential work on environment, climate change and energy policy. At least one post is now available for a highly motivated individual with experience in one or more of these areas, and an understanding of the critical role that science and innovation will play in environmental protection, sustainable development and the shift to low-carbon societies.

Over the last year, we have been focused on the delivery of major projects on biodiversity and climate interactions (<http://royalsociety.org/biodiversity>), and ground level ozone (<http://royalsociety.org/ozone>). We have also undertaken policy work related to the Climate Change Bill, international biodiversity and the international climate change negotiations (see our website for more information).

Job scope

We are seeking to appoint at least one new post in this area. Successful applicants will play a key role in developing our future work on environmental protection and sustainable development. Proactive networking, stakeholder engagement and horizon-scanning will be important elements of the role.

As part of our 350th anniversary celebrations, we will also be taking the lead role in the organisation of a major international conference on biodiversity. We will continue to work on ocean acidification and the international climate change negotiations, and work with others to provide scientific expertise where it can most usefully inform environmental policy.

4.3 Biosciences and health

Developments in the biological and biomedical sciences have the potential to make a significant contribution to human health and quality of life. They can also pose regulatory, ethical and social questions and uncertainties that have policy implications at a UK, European and global level.

Expert and independent scientific advice is needed to determine the balance of opportunities, risks and benefits associated with developments in biological and biomedical research. The Royal Society has a unique role in being able to access and evaluate developments in basic research at an early stage, for example, before application in a health or health-related area becomes possible.

Significant areas of recent and future work include:

- *Stem cell and embryology research*, e.g. in relation to the creation and use of human admixed embryos, featured within the Human Fertilisation and Embryology Bill currently going through Parliament.
- *Infectious Diseases*, including those related specifically to livestock (for example, foot and mouth disease). We have contributed significantly to the debate surrounding pandemic influenza and innovative mechanisms to tackle antibacterial resistance.
- *Pharmacogenetics*, for example in relation to personalised medicines.
- *Animals in Research*. We take an active role in policy discussions on the use of animals in research and have also reported specifically on the use of genetically modified (GM) animals and non-human primates in research.
- *Food-crop production*. We recently launched a major study on biological approaches to enhance food-crop production.

Job scope

We are seeking to appoint at least one new post in this area, as a 12-month maternity cover for the current Policy Manager (from December 2008 to November 2009). Successful applicants will play a key role in developing our future work on biosciences and health. A significant proportion of the post holder's time will be spent in the delivery of the recently launched study on biological mechanisms to enhance food production- <http://royalsociety.org/page.asp?id=2556> - which is due to report in summer 2009.

Specific duties of the post holder will include:

- Delivery of the food production project, for example through organisation and facilitation of working group meetings and evidence-gathering sessions;
- Drafting of the project report. Whilst the working group will steer its contents, the post holder will be responsible for a significant proportion of the writing involved in the production of the report, and in overseeing typesetting and copy editing;
- Follow-on work. The post holder will be instrumental in ensuring ongoing Royal Society influence through this work, for example, through liaising with policy-makers and other stakeholders.

4.4 International policy & capacity-building in Africa

The International Science Policy Centre aims to improve the reach and relevance of the Society's work to policy-makers at a UK, European and global level. This will be achieved by disseminating our policy reports and statements in different countries; using international discussions to inform future projects; and working through multilateral partnerships, such as the International Council for Science (ICSU), the Inter-Academy Panel and G8 & EU science academies. Future priorities will include developing a new portfolio of projects on issues such as the globalisation of science and the relationship between science, diplomacy and international relations.

Job scope

We are looking to appoint two new posts in this area: a Policy Manager to work on scientific capacity-building in Africa; and a Policy Officer to help develop our broader portfolio of international policy work. Proactive networking, stakeholder engagement and horizon-scanning will be an important part of both roles.

The Policy Manager (Africa) will play a leading role in our efforts to support science for development and scientific capacity building in Africa, working closely with stakeholders in the UK and overseas. Specifically, the post holder will manage the Royal Society/Pfizer African Academies programme, which aims to strengthen selected national science academies in sub-Saharan Africa (Ghana, Tanzania, Zambia, Ethiopia). This three year programme of mentoring, training and project support will support recipient academies to increase their profile and impact, and link more effectively with national and international stakeholders. The Royal Society will deliver this programme in partnership with the national academies concerned and with the Network of African Science Academies (NASAC). The successful candidate will visit all participating countries and should have demonstrable experience in working in Africa or with African partners. Outstanding project management skills are essential.

The Policy Officer will contribute to the wider development of our international policy work. Applicants will need to demonstrate an interest and enthusiasm for international science policy, and be able to undertake

research, draft reports, deliver presentations and provide support to colleagues and working groups in a range of policy areas. The post holder should be flexible, adaptable, and capable of working in a dynamic and exciting environment. This post will initially be appointed on a fixed 2-year term to the end of 2010, but may be extended further, subject to funding.

5 Benefits

Salary: for Policy Officers circa £26k, for Policy Managers circa £35k

Annual leave: 24 (Policy Officers) or 26 (Policy Managers) days paid holiday

Flexitime system: 13 days credit leave allowance per annum

Final salary pension scheme

Season ticket loan

Private health care

Subsidised staff restaurant and staff association

Learning and development: there is a Society-wide programme to develop core skills, in addition to individual needs being identified through the annual appraisal process.

6 How to apply

Please complete a Royal Society application form (available at <http://royalsociety.org/vacancy.asp?id=1075>) and email it together with a CV and covering letter to recruitment@royalsociety.org or by post to Lisa Baretta, HR Department, 6-9 Carlton House Terrace, London SW1Y 5AG, UK.

In your covering letter, please state whether you are applying for a Policy Manager or Policy Officer position, as well as the priority areas/themes that you are interested in. Your letter should explain why you want the role and what you would bring to the International Science Policy Centre. Please also mention if you are looking for a full- or part-time opportunity, or a temporary secondment from another organisation.

The deadline for applications is Friday 14 November 2008.

Interviews are likely to take place during the weeks commencing 24 November and 1 December 2008.