

Job description
Senior Science and Innovation Officer, Boston

Applications are invited for the position of Senior Science and Innovation Officer at the British Consulate-General in Boston (<http://UKinUSA.fco.gov.uk/boston/>).

Background:

The Senior Science and Innovation Officer reports to the Head of Science and Innovation, based in Boston. As such, the successful applicant will become a senior member of the three-person Boston Science and Innovation (S&I) team. The team represents UK Science & Innovation interests in the Boston Consulate district, which covers the six New England States. Key focus areas of the Boston S&I team's work include climate/the green economy, science (e.g., stem cells/personalized medicine), and innovation.

Boston's S&I team operates as part of a pan-US network, coordinated by the British Embassy in Washington DC and involving S&I teams in other British Consulates across the US. The network's objectives are to: report on US S&I policies, practices and developments (with a particular emphasis on climate); foster UK-US research collaboration by bringing UK scientists, students and funding bodies together with their US counterparts; and advance "wealth creation" from new and emerging technologies, with commercial colleagues in the UK Trade & Investment team.

Key responsibilities:

The successful candidate is expected to advance UK science and innovation policies/priorities through collaborations with the US government, business and academic communities. The team works across a variety of scientific areas, although climate is a particular focus.

Specific duties include:

- Assist in shaping the Boston S&I team's strategic direction, in alignment with the guidance received from the British Embassy in Washington DC and customers in London.
- Identify emerging technologies of interest and appropriate new partners in New England and UK scientific communities in both academia and industry.
- Pursue these leads and nurture collaborations, knowledge exchanges and partnerships as appropriate to deliver outcomes that benefit the UK.
- Arrange symposia, seminars, visits and networking events.
- Provide verbal and written reports on the outcomes to customers in Washington DC and London.
- Collaborate with colleagues in the Boston post (within the S&I team, as well as UK Trade and Industry and Press and Public Affairs team), and with others across the US S&I network.

The position involves occasional travel within the US and to the UK.

Qualifications/experience:

- Minimum of a Bachelor's degree and at least five years' work experience in science or communications.
- Have a background in science and innovation with an understanding of the research and development base in Boston, and the wider New England consular district. Knowledge of the UK science and innovation community would be an asset but can also be developed on the job.
- Be highly organised, self-motivated and industrious; deliver results that are of good quality and meet agreed deadlines.
- Work as part of the existing S&I team, cooperate with other colleagues in the Consulate and in S&I teams elsewhere in the US.
- Have strong interpersonal skills, and be capable of developing a wider range of high level contacts within local science communities, industry, policy makers, academia and research institutions.
- Have excellent verbal and written communication skills; in particular, be able to write clear concise reports on complex topics and make presentations.
- Be reliable, positive and open to new ways of thinking.

The British Embassy Network offers a competitive salary and a strong benefits package. This package includes medical, dental, vision, life, long term and short term disability insurance, a 401(k) retirement savings plan, generous vacation and leave time, and an enriching training package.

Interested and qualified candidates should send their resume, cover letter and salary history in word or pdf format to Rachael Wallace, Management Officer, British Consulate-General, One Memorial Drive, 15th floor, Cambridge, MA 02142, email bosvac@fco.gov.uk (subject line: S&I Officer), fax (617) 621-0220. Current staff members should submit their resumes through their line managers. The closing date for receipt of applications is 28th January 2009. Interviews are expected to take place during the week beginning 9th February; only candidates selected for interview will be contacted.

Under US State Department requirements, the Embassy may only employ, as non-diplomatic staff, persons who are US citizens, US Green Card holders or A Visa holders. **If you hold a Visa other than an A Visa, you are not currently eligible to work for the Embassy.** All candidates will be subject to background checks and security clearance.

The British Consulate is an equal opportunity employer, dedicated to a diverse workforce. EOE/M/F/D/V