

JOB DESCRIPTION			
Job title	Research Officer	Department	Nuffield Council on Bioethics
Job holder		Reports to	Assistant Director
Job type	Fixed Term Contract – 6 months	Date created/amended	October 2021
Job aim	To support the work of the Council by carrying out research and drafting, overseeing engagement and consultative activities, managing the production of written materials, managing events and projects, keeping abreast of external developments, representing the Council externally, researching professional contacts, and assisting with evaluation.		
Resources	Staff reporting to this post: none. Budget: May be required to take responsibility for monitoring certain costs.		
Responsibilities: <i>Including but not limited to</i>			
1. Researching and drafting			
	<ul style="list-style-type: none">▪ Conduct literature-based research across a variety of disciplines; for example, the biosciences, philosophy, law, and social policy.▪ Provide drafting for reports, background papers, blog posts, and other documents.▪ Ensure the accuracy of factual statements made in all documents.		
2. Overseeing engagement and consultative activities			
	<ul style="list-style-type: none">▪ Oversee and carry out engagement and consultative activities, such as calls for evidence, surveys and interviews. This might include:<ul style="list-style-type: none">• Identifying relevant recipients and participants.• Providing assistance with drafting, piloting, producing, and disseminating any materials.• Carrying out interviews.• Administering the activities, e.g. collating and storing responses.• Analysing and summarising results.		
3. Managing production of written materials			
	<ul style="list-style-type: none">▪ Manage production of written materials, including: scheduling, monitoring costs and being key point of contact for external contractors such as printers, designers and copy-editors.▪ Ensure materials are copy edited, proof read and indexed as required, dealing with external suppliers as necessary.		
4. Managing events and projects			

	<ul style="list-style-type: none"> ▪ Organise and write notes of meetings and events, such as workshops and roundtable meetings. ▪ Where appropriate, take primary responsibility for managing other Council activities, whether within the context of a wider Council project such as a Working Group, or as a self-contained initiative.
5. Keeping abreast of external developments related to the work of the Council	
	<ul style="list-style-type: none"> ▪ Contribute to a fortnightly news bulletin concerning external developments relating to current or past Council work. ▪ Monitor and disseminate internally information on external developments relevant to current projects. ▪ Contribute to the active follow-up of the Council's work to support external relations activities, such as responding to consultations, producing media statements, or writing blogs. ▪ Contribute to the horizon scanning activities of the Council.
6. Representing the Council externally	
	<ul style="list-style-type: none"> ▪ Attend external meetings on behalf of the Council in order to keep up-to-date with developments in the field of bioethics. ▪ Develop working relationships with organisations and individuals relevant to the work of the Council. ▪ Promote the Council's work externally, for example by contributing to meetings and presenting the Council's work to external audiences.
7. Researching professional contacts	
	<ul style="list-style-type: none"> • Carry out research on professional contacts in order to: <ul style="list-style-type: none"> • Identify potential external reviewers of reports and other materials. • Find individuals to invite as speakers and guests to meetings. • Commission background papers and other research. • Disseminate the Council's work.
8. Evaluation	
	<ul style="list-style-type: none"> ▪ Assist with the evaluation of activities during and after the completion of initiatives. ▪ Maintain records relating to the impact of past work.
Other	
	<ul style="list-style-type: none"> ▪ The above list of key responsibilities and associated activities is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

Person specification: Research Officer Candidates must be able to demonstrate the experience, skills and abilities set out below.		Essential (E) or Desirable (D)
Knowledge		
A relevant degree: for example biological sciences, medicine, philosophy, law or social science.		E
Knowledge and understanding of bioethical issues		E
A postgraduate degree in life sciences, biomedicine, ethics, policy or similar		D
Skills		
Experience of research techniques and resources		E
Experience of collating and summarising information		E
First-class drafting skills including ability to write clearly and concisely		E
Excellent interpersonal skills and the ability to develop good working relationships with colleagues, academics, senior officials and others		E
Ability to cope with a full and varied workload, to prioritise and work to deadlines		E
Excellent administration and organisational skills		E
Excellent IT skills (eg. Microsoft Office and online research techniques)		E
Experience of copy-editing and publishing documents		D
Experience of public engagement		D
Experience of project planning		D
Experience of policy influencing		D
Other		
Knowledge and understanding of the work of the Council		D

