

JOB DESCRIPTION			
Job title	Research and Policy Manager	Department	Nuffield Council on Bioethics
Job holder	Vacant	Reports to	Associate Director – Research and Policy
Job type	Permanent	Date created:	June 2023
Job aim	To lead on Nuffield Council on Bioethics (NCOB) research and policy bioethics programmes, including one or more of the strategic priority areas for 2024-6: <ul style="list-style-type: none">• Environment and health• Reproduction, parenthood and families• Mind and brain Including setting the strategic direction for the programme and delivering on strategic objectives. Liaising with the research and policy team, including the other research and policy manager, on approach.		
Resources:	This position will be responsible for the line management of up to three Researchers.		
Key responsibilities (Including but not limited to):			
1. Strategic development and research management			
	<ul style="list-style-type: none">▪ In partnership with the NCOB’s leadership and research and policy teams, set the strategic approach and work programme for bioethics research and policy areas assigned to lead on.▪ Conduct and commission research, gather information and analyse data across a variety of disciplines.▪ Identify, engage and manage collaborators, consultants, and research and policy partnerships.▪ Recruit and manage advisory groups, including external experts and Council members.		
2. Building thematic and domain expertise			
	<ul style="list-style-type: none">▪ Provide expertise and leadership on all areas of research and policy relevant to research and policy areas leading on.▪ Staying abreast of research and policy developments in the field, identify issues on the horizon and strategic opportunities for influence, develop partnerships with relevant experts and institutions.		
3. Communications			
	<ul style="list-style-type: none">▪ Draft and edit papers, reports, blogs and other resources.		

	<ul style="list-style-type: none"> ▪ Work with the communications and content team to define communications strategy and see outputs through from inception to publication for research and policy areas leading on ▪ Represent the NCOB to Council, external working groups, conferences and other external audiences
4. Engagement and networking	
	<ul style="list-style-type: none"> ▪ Identify and develop strategic working relationships with organisations and individuals relevant to the work of the research and policy areas leading on ▪ Organise and deliver a range of engagement activities – including publics and experts by experience ▪ Design, facilitate and attend meetings, workshops and events with a view to raising the profile of the NCOB's work in the research and policy areas leading on and achieving policy influence and impact
5. Resource and people management	
	<ul style="list-style-type: none"> ▪ Matrix manage input from other members of the team working across bioethics research and policy areas leading on, including communication, horizon scanning and public affairs colleagues ▪ Line management of up to three Researchers. ▪ In collaboration with the Senior Leadership Team, shepherd and execute funding and partnership agreements with external partners.

Person specification: Research and Policy Manager, Nuffield Council on Bioethics	Essential, Highly Desirable or Desirable
Experience	
Experience of utilising social research techniques	E
Experience of developing and delivering policy projects, including engagement with decision makers and designing workable policy recommendations	E
Experience of writing on complex topics for a lay audience	E
Experience in setting up research collaborations and/or policy partnerships involving multiple stakeholders	D
Experience of managing complex projects, drawing in the expertise of multiple internal and external experts	E
Line management experience	HD
Experience of managing relationships with high-level stakeholders	D
Experience of influencing policy or practice change	HD
Experience with research planning and coordination, working with committees or working groups	HD
Experience of methodological and theoretical foundations of bioethics	HD
Knowledge and Skills	
A demonstrable interest in issues of bioethics, research and policy relating to at least one of the NCOB's 2024-2026 priority areas: environment and health; reproduction, parenthood and families; mind and brain	HD
A relevant degree (for example, in biological sciences, medicine, philosophy, law or social sciences) or preferably a Masters in a relevant discipline (for example, bioethics, biomedical law or public policy) or equivalent knowledge gained from experience	E
Good stakeholder management skills	HD
Strong project management skills with the ability to deliver to time and to budget	E
Excellent written and verbal communication skills, with the ability to present credibly to expert audiences	HD
A willingness to continually learn and immerse oneself in the issues raised by at least one of the NCOB's 2024-2026 priority areas: environment and health; reproduction, parenthood and families; mind and brain	E

Personal Qualities	
A commitment to equality, diversity and inclusion	E
Flexible and creative, able to think outside the box	E
A collaborative and inclusive approach to working	E