

JOB DESCRIPTION			
Job title	Policy Projects Officer	Department	Nuffield Council on Bioethics
Job holder	Vacant	Reports to	TBC
Job type	Full time (35 hours). Fixed term contract, 18 months.	Date amended	March 2025
Job aim	<p>To support the Nuffield Council on Bioethics by providing administrative support, assisting with research, engagement and consultative activities and organising events.</p> <p>The post will mainly be based in the Research and Policy team with a particular focus on assisting with two projects: a genomics stakeholder network and deliberative research on the 14-day rule for embryo research.</p> <p>The postholder will occasionally provide administrative support to other NCOB functions.</p>		
Resources	<p>Staff reporting to this post: none.</p> <p>Budget: May be required to take responsibility for monitoring certain costs.</p>		
Key responsibilities: Including but not limited to			
1. Genomics network			
	<ul style="list-style-type: none"> ▪ Provide administrative support to the new genomics network which aims to develop a 'gold standard UK model' for how to apply strong and consistent ethical and regulatory standards in genomic research and healthcare. ▪ Assist with organising a network of stakeholders and a series of workshops that will agree the format and function of the network, prioritise areas of ethical and regulatory uncertainty and facilitate knowledge exchange. ▪ Support the project lead in the development and drafting of outputs from the network. ▪ Help with desk-based research and stakeholder engagement which aims to developing good practice in the area. ▪ Organise meetings and help with the preparation of papers of the Network Working Group and funders' oversight group. ▪ Provide any other administrative support as necessary including organising travel, meeting rooms and catering. 		
2. Embryo research and 14-day rule - project support			
	<ul style="list-style-type: none"> ▪ Provide administrative and project support to working with colleagues leading on engagement and policy relating to 14-day rule project. ▪ Help with organising events, such as workshops and roundtable meetings, including travel, rooms and catering. ▪ With the direction of the project team, help with research and engagement. 		

	<ul style="list-style-type: none"> ▪ Assist with disseminating any necessary background materials.
3. Organising events	
	<ul style="list-style-type: none"> ▪ Provide administrative, research and project support across the Research and Policy Team. ▪ Help with desk-based research across a variety of fields, for example, the biosciences, social sciences, philosophy, law, and policy. ▪ Help in ensuring that the Council's work is supported by the appropriate evidence. ▪ With the direction of project teams, help with monitoring external developments relevant to current projects.
4. Promoting the Council's work	
	<ul style="list-style-type: none"> ▪ Contribute to the active follow-up of the Council's work by supporting external relations activities, such as organising meetings with stakeholders and helping to prepare materials for responses to consultations. ▪ Where appropriate, help organise other Council activities, which could relate to more general NCOB business or its communications function.
5. Evaluation	
	<ul style="list-style-type: none"> ▪ Assist with evaluation activities by maintaining records relating to the impact of the NCOB's work using Salesforce.
6. 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	Essential (E) or Desirable (D)
Knowledge	
Experience working in a policy or research setting, ideally related to health, biological sciences, law or other relevant subject areas.	E
Knowledge and understanding of bioethical issues	D
Skills and Experience	
Experience of working in a project team and project coordination, including the use of project management tools.	E
Experience of compiling briefing documents for internal review and use	E
Experience of quickly learning about and researching complex topics, and of collating and summarising information 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 (e.g. Microsoft Office and online research tools)	E
A willingness to work as part of a small team and help out as needed	E
The ability to work to a high level of detail and accuracy	E
Other	
Commitment to the values of the Council, including equality, diversity and inclusion.	E
A willingness to continually learn and immerse oneself in bioethics and science and health policy	E
An interest in learning new skills and a commitment to ongoing personal development	E
Knowledge and understanding of the work of the Council	D