

JOB DESCRIPTION

Job title	Associate Director, Research and Policy	Department	Nuffield Council on Bioethics
Job holder		Reports to	Director, Nuffield Council on Bioethics
Job type	Permanent	Date amended	February 2024
Job aim	<p>Responsible for strategic delivery and quality assurance of the Nuffield Council on Bioethics' (NCOB) research and policy agenda, in line with its organisational strategy and with the support of a team of expert research and policy professionals.</p> <p>The Associate Director, Research and Policy will be a member of the Council's senior leadership team which is jointly responsible for the effective running of the organisation and staff development.</p>		
Resources	<p>Responsible for a team of Research and Policy Managers and Officers.</p> <p>This position will also have budgetary responsibility.</p>		
Responsibilities , Including but not limited to:			
1.	<i>Strategic planning and research management</i>		
	<ul style="list-style-type: none"> • Develop a research and policy strategy, in partnership with wider NCOB colleagues, to deliver against the organisational strategy, including the priority areas. • Develop, oversee and lead a team to execute research projects in both short-term/responsive and long-term/proactive contexts. This will include commissioning research, undertaking in-house research, public engagement, convening and synthesis. • Responsible for the quality assurance of NCOB research and policy outputs, maintaining the rigorous standards we are known for. • Develop and refine a comprehensive strategy for informing and influencing public policy in partnership with the Associate Director for External Affairs and Horizon Scanning. • Maintain cross-organisational oversight over policy positioning with a view to promoting a joined-up approach to policy influencing. 		
2.	<i>Resource and people management</i>		
	<ul style="list-style-type: none"> • Identify and scope the resources, conditions and partnerships necessary for executing research and policy objectives, and work with the Director to build these into the NCOB's financial and strategic planning. • Equal member of the NCOB's senior leadership team, responsible for the effective running of the organisation, including organisational and staff development. • Lead a team of researchers and officers, ensuring they have clear objectives, development plans and are equipped and motivated to deliver against their project areas. 		

3.	<i>Relationships and stakeholder engagement</i>
	<ul style="list-style-type: none"> • Represent the NCOB publicly at policy fora, events, parliamentary committees and in the media. • Work closely with the Director and Associate Director for External Affairs and Horizon Scanning to oversee the cultivation of a coordinated bioethics sector and a strong presence for the NCOB amongst key decision-makers in relevant fields of policy and research, in line with our organisational strategy. • Work closely with the Associate Director for External Affairs and Horizon Scanning to ensure our Horizon Scanning programme is robust and effective in influencing research and policy agenda setting amongst external key decision-makers. • Identify and oversee corporate projects that bring in additional partnerships or funding to further the work of the research and policy team.
Other	
	<p>The NCOB is small and flexible. The above list of key responsibilities (and associated activities) is not exhaustive and may evolve over time. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</p>

Person specification	Essential (E) or Desirable (D)
Experience	
Experience of overseeing research and policy development that has led to lasting policy or practice change.	E
Experience of designing and delivering research programmes, including commissioning research, research synthesis and analysis	E
High-level stakeholder management skills including developing productive working relationships with senior government officials, research leaders and industry to influence research agenda and policy change	E
Experience of developing and leading high-performing teams	E
Experience of reporting to boards and managing the input of high-level subject experts	E
Experience of senior management, including strategic and financial management	D
Knowledge and Skills	
Academic background to postgraduate level or equivalent in a relevant discipline (such as life sciences, medicine, philosophy, law, social or political science).	E
Strong public speaker and able to engage with a wide range of publics, policy actors and private sector stakeholders	D
Organisational and relationship-management skills to implement large multi-part projects and strategies	E
Expertise on bioethics, research techniques or policy development	E
Personal Qualities	
Enthusiastic, dynamic and agile team player who takes initiative and can work independently	E
Committed to the support and development of junior colleagues	E