

<b>JOB DESCRIPTION</b>			
Job title	<b>Assisted Dying – Project Manager</b>	Department	<b>Nuffield Council on Bioethics</b>
Job holder	<b>Vacant</b>	Reports to	<b>Associate Director – Research and Policy</b>
Job type	<b>Fixed term – 18 months</b>	Date created/amended	<b>November 2022</b>
Job aim	The Nuffield Council on Bioethics will be delivering a major project exploring public views on the ethics of assisted dying. The project manager will lead all aspects of this work, including commissioning and contract management, developing robust and balanced materials on the ethical and policy issues underpinning assisted dying, stakeholder management, and being a senior spokesperson on the project.		
Budget	£250,000		
<b>Key responsibilities: Including but not limited to</b>			
<b>1. Strategic development and project management</b>			
	<ul style="list-style-type: none"> <li>▪ <b>Responsibility for all areas of delivery for the project, including:</b></li> <li>▪ Set the strategic approach and detailed work plan, including budget and resourcing</li> <li>▪ Design an invitation to tender and commission a contractor to deliver a Citizen’s Jury and supporting quantitative research</li> <li>▪ Identify, engage and manage stakeholders, collaborators, consultants, and wider partnerships</li> <li>▪ Recruit and manage an advisory group, including external experts and Council members</li> </ul>		
<b>2. Building thematic and domain expertise</b>			
	<ul style="list-style-type: none"> <li>▪ Carry out research activities, such as reviews of literature, evidence and guidance, using a range of research methodologies as appropriate</li> <li>▪ Provide expertise and leadership on all areas of research and policy relevant to assisted dying</li> <li>▪ Stay abreast of research and policy developments in the field, identify issues on the horizon and engage with relevant experts and institutions across the range of perspectives on the issue</li> </ul>		
<b>3. Communications</b>			
	<ul style="list-style-type: none"> <li>▪ Draft and edit papers, reports, blogs and other resources</li> <li>▪ Work with the communications team to define communications strategy and see outputs through from inception to publication</li> </ul>		

	<ul style="list-style-type: none"> <li>Represent the NCOB to Council, external working groups, conferences and other external audiences</li> </ul>
<b>4. Engagement and networking</b>	
	<ul style="list-style-type: none"> <li>Identify and develop strategic working relationships with organisations and individuals relevant to the programme</li> <li>Organise and deliver a range of engagement activities – including with publics and experts by experience</li> <li>Design, facilitate and attend meetings, workshops and events with a view to raising the profile of the work and maximising the reach and impact of the work</li> </ul>
<b>5. Resource and people management</b>	
	<ul style="list-style-type: none"> <li>Matrix-manage members of the team working across programme, including communication and public affairs colleagues</li> <li>In collaboration with the Senior Leadership Team, shepherd and execute funding and partnership agreements with external partners</li> </ul>

<b>Person specification</b>	Essential (E)/ Highly Desirable (HD)/Desirable (D)
<b>Experience</b>	
Experience of commissioning and managing public engagement projects	E
Experience of developing and delivering policy projects, including engagement with decision makers on contentious and high-profile issues	D
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 programmes, drawing in the expertise of multiple internal and external experts	E
Experience of managing relationships with diverse groups of stakeholders who may fundamentally disagree with each other	E
Experience with research planning and coordination, working with oversight groups and committees	HD
Experience of managing budgets up to £250,000	D

Experience of methodological and theoretical foundations of bioethics	D
<b>Knowledge and Skills</b>	
A demonstrable interest in and knowledge of issues of bioethics, research and policy relating to assisted dying	HD
Academic background to graduate level plus substantial experience in a relevant area, such as medical ethics, healthcare policy, public health, or law.	E
Advanced stakeholder management skills	E
Strong programme management skills with the ability to manage external contractors and 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 subjects of assisted dying and public engagement	E
<b>Personal Qualities</b>	
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