

JOB DESCRIPTION

Job title	Associate Director, External Affairs	Department	Nuffield Council on Bioethics
Job holder		Reports to	Director, Nuffield Council on Bioethics
Job type	Permanent	Date created/amended	January 2023
Job aim	<p>The Associate Director, External Affairs will be responsible for the creation and delivery of an organisation-wide external engagement strategy which in turn provides direction on the tactical handling of public affairs, media relations and stakeholder engagement; including the development of a Bioethics network.</p> <p>The post holder 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 professionals spanning communications, stakeholder engagement and public affairs.</p> <p>This position will also have budgetary responsibility.</p>		

Responsibilities, Including but not limited to:

1.	<i>Strategic oversight and delivery of the NCOB's external affairs</i>
	<ul style="list-style-type: none"> Develop an overarching external affairs strategy to raise the profile and credibility of bioethics amongst decision-makers, including our approach to public affairs, media, digital engagement and stakeholder management. Maintain cross-organisational oversight of external positioning a view to promoting a joined-up approach to influencing; responsible for the quality assurance of NCOB media, public affairs and wider public relations outputs. Develop and refine an organizational strategy for informing and influencing public policy in partnership with the Associate Director for Policy and Research. Develop productive working relationships with external affairs colleagues in the Nuffield Foundation, Nuffield Family Justice Observatory and Ada Lovelace Institute.
2.	<i>Resource and people management</i>
	<ul style="list-style-type: none"> Identify and scope the resources, conditions and partnerships necessary for executing external affairs 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 organization, including organizational and staff development. Lead a team of communications, public affairs and horizon scanning professionals, ensuring they have clear objectives, development plans and are equipped and motivated to deliver.

3.	<i>Strategic stakeholder engagement</i>
	<ul style="list-style-type: none"> • Responsible for the development, delivery and oversight of stakeholder engagement across Government, parliament, Whitehall, ALBs, Accademia and wider policy and research sectors. • Responsible for developing a programme of activity to deliver on our new strategic aim to build greater connections across bioethics networks to strengthen the voice of bioethics in policy and public debate. • Ensure our Horizon Scanning function has a high external profile across the bioethics, scientific and policy making communities, including a flagship annual 'state of the nation' event.
Other	
	<p>The Nuffield Council on Bioethics 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 leading an interdisciplinary external relations function and developing successful engagement strategies that have enhanced the profile, reach and credibility of organisations through the strategic use of communications, public affairs and public relations tactics.	E
Strategic stakeholder management experience, including developing approaches to build successful networks, coalitions and partnerships with senior academics, politicians, policy makers and NGOs that built momentum for tangible policy change.	E
Experience of developing and leading high-performing teams.	E
Experience of reporting to boards and supporting Board members and senior staff to be effective organisational spokespeople.	E
Experience of senior management, including strategic and financial management	D
Knowledge and Skills	
Expert subject knowledge in at least one of the following disciplines: media relations, public relations or public affairs.	E
Excellent written and oral communicator with the ability to engage confidently with senior internal and external stakeholders as well as publics.	E
Skilled influencer, you will be adept at presenting compelling arguments, tailoring approaches to different audiences and bringing people with you.	E
Organisational and relationship-management skills to implement large multi-part projects and strategies.	E
Understanding of the potential of science and bioethics in policy development and societal decision making.	D
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