

JOB DESCRIPTION			
Job title	Horizon Scanning Coordinator	Department	Nuffield Council on Bioethics
Job holder		Reports to	Horizon Scanning and Foresight Manager
Job type	Fixed-term, full time (12 months)	Date created	March 2024
Job aim	<p>The Horizon Scanning Coordinator supports the Nuffield Council on Bioethics' (NCOB) horizon scanning (HS) and foresight activities, an integral part of the NCOB's strategic mission. They lead on the coordination of qualitative insight gathering (for example, stakeholder workshops and roundtables) as well as more formal desktop-based research.</p>		
Resources	This position does not have line management or budgetary responsibility.		
Responsibilities , including but not limited to:			
	<i>Engagement and Networks</i>		
	<ul style="list-style-type: none"> Engage and convene people from a wide range of disciplines and sectors, in the UK and internationally, to gain insights on trends and developments in biomedicine and health. Build connections across UK bioethics networks to ensure our HS programme draws on and adds value to others working in the sector. Attend external meetings, workshops and events to gain insights and raise the profile of our HS and foresight programme. 		
	<i>Research and analysis</i>		
	<ul style="list-style-type: none"> Work with the HS and Foresight manager to develop and embed an internal process for monitoring relevant research, evidence and other information relevant to science and health to inform our HS and foresight. Lead on curating a series of topical and strategically useful NCOB lunch clubs, so to gather informal insights for our HS and foresight programme, and guide potential topic selection outside of our priority areas of work. Work with the HS and Foresight Manager to design and coordinate stakeholder workshops and roundtables that either support priority area workstreams or respond to emerging issues and external commissions. Participate, as appropriate, in work to create a new ethically-centred method of HS and foresight. Analyse evidence and insights in a way that is understandable and useable to the Council and others. 		

	<i>Outputs, impact and evaluation</i>
	<ul style="list-style-type: none"> • Draft and edit papers, reports, blogs and other resources to communicate the findings of our HS and foresight programme to wider audiences. • Work with the HS and Foresight Manager to evolve the NCOB's annual HS infographic, exploring how these insights could be presented as a way to aid sector prioritisation and global mobilisation. • Adhere to the evaluation mechanisms and feedback loops, set by the HS and Foresight Manager to ensure our activities meet set objectives.
	<i>Other</i>
	<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 devising and organising meetings and events	E
Experience of compiling briefing documents for internal review and use	E
Experience or knowledge of horizon scanning or futures projects, techniques or tools	D
Significant experience of working in a science or health policy or industry environment.	D
Experience of communicating complex topics to a variety of audiences	D
Experience of carrying out or commissioning research, such as carrying out literature reviews and summarising evidence	D
Knowledge and Skills	
A relevant postgraduate degree or equivalent work experience in an area relevant to bioethics (eg science, health, ethics/philosophy, law, social science)	E
Excellent communication skills and ability to work with a diverse range of people	E
Good project and time management	E
Excellent drafting, synthesis and analysis skills	E
Good understanding of contemporary bioethics issues	D
Personal Qualities	
A willingness to continually learn and immerse oneself in bioethics and science and health policy	E
Already well networked in bioethics, science or health policy sectors	D
A commitment to equality, diversity and inclusion	E
Flexible and creative, able to think outside the box	E
A collaborative approach to research and thinking, and a good team player	E
Carries out work to the highest standards	E