

JOB DESCRIPTION			
Job title	Researcher – Bioethics and Policy	Department	Nuffield Council on Bioethics
Job holder	Vacant	Reports to	Research and Policy Manager
Job type	Full time, fixed term for 18 months	Date created/amended	February 2023
Job aim	To support the work of the Council by carrying out research, policy analysis and drafting, overseeing engagement and consultative activities, managing the production of written materials, managing events and projects, and keeping abreast of external developments.		
Resources	Staff reporting to this post: none. Budget: May be required to take responsibility for monitoring certain costs.		
Key responsibilities: Including but not limited to			
1. Researching and drafting			
	<ul style="list-style-type: none"> ▪ Conduct desk-based research across a variety of fields, for example, the biosciences, social sciences, philosophy, law, and policy. ▪ Draft policy and research reports, background papers, blog posts, and other documents. ▪ Ensure statements and conclusions in Council publications are supported by appropriate evidence. 		
2. Overseeing engagement and consultative activities			
	<ul style="list-style-type: none"> ▪ Oversee and carry out engagement and consultative activities, such as calls for evidence, surveys and interviews. This might include: <ul style="list-style-type: none"> • Identifying relevant recipients and participants. • Drafting, piloting, producing, and disseminating materials. • Designing surveys, carrying out interviews, workshops and other engagement activities • Analysing and summarising findings. 		
3. Managing production of published outputs			
	<ul style="list-style-type: none"> ▪ Manage production of published outputs, including: scheduling, monitoring costs and providing a point of contact for external contributors and contractors. ▪ Ensure published outputs meet the Council's standards for quality, arranging and coordinating reviews, copy editing, proof reading as required. 		

4. Managing projects and events	
	<ul style="list-style-type: none"> ▪ Organise meetings and events, such as workshops and roundtable meetings, and prepare written records. ▪ Commission background papers and other research. ▪ Where appropriate, undertake responsibility for managing other Council activities, whether within the context of a wider Council project or as a self-contained initiative.
5. Keeping abreast of external developments related to the work of the Council	
	<ul style="list-style-type: none"> ▪ Monitor external developments relevant to current projects and disseminate information internally. ▪ Identify and participate in external meetings and events in order to keep up to date with developments relevant to bioethics. ▪ Contribute to the horizon scanning activities of the Council.
6. Promoting the Council's work	
	<ul style="list-style-type: none"> ▪ Develop working relationships with organisations and individuals relevant to the work of the Council. ▪ Promote the Council's work externally, for example by contributing to meetings and making presentations to external audiences. ▪ Contribute to the active follow-up of the Council's work to support external relations activities, such as responding to consultations, producing media statements, or writing blogs.
7. Developing stakeholder relationships	
	<ul style="list-style-type: none"> • Research professional contacts in order to identify stakeholders and potential contributors to Council initiatives. • Develop relationships with individual stakeholders and build networks.
8. Evaluation	
	<ul style="list-style-type: none"> ▪ Assist with the evaluation of activities during and after the completion of initiatives. ▪ Maintain records relating to the impact of past work.
9. 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	
A relevant degree (for example, biological sciences, medicine, philosophy, law or social science), or equivalent knowledge gained from experience.	E
Knowledge and understanding of bioethical issues	E
A relevant postgraduate degree, e.g. bioethics, biomedical law or public policy	D
Skills and Experience	
Experience of research techniques and resources	E
Experience of collating and summarising information	E
First-class drafting skills including ability to write clearly and concisely	E
Experience of project management	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
Experience of copy-editing and publishing documents	D
Experience of public engagement	D
Experience of horizon scanning and foresight techniques	D
Other	
Commitment to the values of the Council, including equality, diversity and inclusion.	E
Knowledge and understanding of the work of the Council	D