

JOB DESCRIPTION			
Job title	Genomics Network Manager	Department	Nuffield Council on Bioethics
Job holder		Reports to	Associate Director, Research and Policy
Job type	2 years FTC	Date created	May 2025
Job aim	<p>To establish and lead the coordination of a new genomics network of stakeholders that will discuss and prioritise areas of ethical and regulatory uncertainty, and develop good practice across genomic research and healthcare.</p> <p>To organise, facilitate and lead network stakeholder workshops and working group meetings; undertake research and co-develop good practice on ethical and regulatory gaps; and manage the overall operation and governance of the network and stakeholder relationships.</p> <p>The role holder will be based in the Nuffield Council on Bioethics but will work primarily on behalf of the genomic research and healthcare community.</p>		
Key responsibilities: Including but not limited to			
1. Management and coordination of genomics network			
	<ul style="list-style-type: none">Establish, co-ordinate and lead the management of a network' of stakeholders across genomic research and healthcare (including research organisations, healthcare professionals, research participants, patient representatives and policymakers, among others).Establish and manage a network working group, comprising NCOB and the commissioners that oversees the co-ordination and research, across up to four meetings a year.Design, organise and facilitate working group meetings and workshops to identify priority issues of focus and to develop appropriate resources.Manage the relationship with the network commissioners, the network and the NCOB, and establish governance processes for the network.Working with the network, and network working group, set the strategic direction and annual workplan and deliver on objectives and outputs.Build and maintain relationships with key decision makers, public sector bodies, academics, third-sector and industry.		
2. Research, analysis and guidance development			
	<ul style="list-style-type: none">Work with network participants and commissioners to prioritise and plan issues for discussion and outputs in a way that best meets the need of the genomic research and healthcare community.		

	<ul style="list-style-type: none"> • Co-develop 'good practice' with the network through drafting reviews of the literature and guidelines for the network to review or facilitating collaboration between different stakeholders. • Conduct research analysis and translation for policy, regulatory and general-purpose audiences, writing in ways that are tailored to the audience. Conduct and commission research, gather information and analyse data across a variety of disciplines. • Stay abreast of research and policy developments in the field, identify issues on the horizon and strategic opportunities for influence, and where necessary develop partnerships with relevant experts and institutions. • Undertake desk-based research and stakeholder engagement exercises (e.g. interviews, calls for evidence, additional workshops) as appropriate, with a high-degree of autonomy and independence, while working collaboratively and constructively with NCOB colleagues and network stakeholders. • Develop and share expertise and relationships on issues related to the network. • Participate/lead on public facing work where necessary, ensuring clinical, research and public perspectives are used to shape outputs and best practice.
3. Communications	
	<ul style="list-style-type: none"> • Build trusted relationships with relevant policy actors and organisations, research partners, academia and industry in the UK and internationally. • Conceptualise, facilitate and attend meetings, workshops and events with a view to raising the profile of the network, its research and outputs. • Sit on advisory groups, attend and contribute at standing meetings on behalf of the network and NCOB. • Draft and edit papers, briefings, reports, blogs and other resources for different audiences, including local governance, regulators, policy and research experts. • Work with the communications and content team to define and deploy communications strategies for key priorities and see outputs through from inception to publication.
4. Resource and people management	
	<ul style="list-style-type: none"> • Line management responsibilities as required, and matrix management of other members of the team. • Provide expertise and leadership on all areas of research and policy relevant to research and policy areas relevant to the network.
6. Other	
	<ul style="list-style-type: none"> • This a new stakeholder network which the role holder will lead, 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.

Person specification	Essential, Highly Desirable or Desirable
Experience	
Experience of developing and delivering policy or research projects, including engagement with decision makers, and identifying solutions	E
Experience of writing on complex topics for a wide range of audiences	E
Experience in setting up collaborations and/or policy partnerships involving multiple stakeholders	E
Experience of managing complex projects with multiple stakeholders and external experts	E
Experience of supporting and mentoring colleagues in research focused tasks	HD
Experience of policy report and guidance writing	E
Experience of facilitating policy or research groups and/or working with committees or working groups.	E
Line management experience	HD
Knowledge and Skills	
Experience working in a policy, research, academic, regulatory or similar environment	E
Strong project management skills and demonstrable experience of managing conflicting priorities to deliver to time and to budget	E
Knowledge of policy, ethical and regulatory issues in biomedical/health, particularly genomics and/or genetics	E
Excellent written and verbal communication skills, with the ability to present credibly to expert audiences	E
Personal Qualities	
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