

## Microbiology Society - Job Description for:

Job Title: Policy and Engagement Officer  
Reports to: Policy and Engagement Manager  
Location: 14-16 Meredith St, London, EC1R 0AB

### 1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at [microbiologysociety.org](http://microbiologysociety.org)

### 1.2 About you

The Policy and Engagement Officer is responsible for progressing external scientific and higher education policy activities for the Society. They will also be responsible for promoting science policy issues and engagement to members of the Society.

The postholder will contribute to and support the Policy and Engagement Manager in the delivery of all of Council's strategic objectives and particularly in relation to advancing the understanding of microbiology and championing the contribution made by microbiology, our members and their work in addressing global challenges.

### 1.3 Duties

Reporting to the Policy and Engagement Manager, the Policy and Engagement Officer will have responsibility for supporting the delivery of the Society's ambitious policy goals and projects.

Key responsibilities will include (but will not necessarily be limited to):

- Providing key support to the Policy and Engagement Manager to achieve the objectives set out in the Society's strategic plan and particularly those in relation to advancing the understanding of microbiology and championing the contribution made by microbiology, our members and their work in addressing global challenges
- Supporting the development, analysis and presentation of evidence appropriate to the Society's policy projects, including
  - Leading on identifying policy developments relevant to microbiology and our members
  - Interpreting and assimilating the findings from research to formulate evidence-based and solution focused policy for Government and other policy-makers

- Producing proactive and reactive background briefings on relevant policy issues for opinion formers, decision makers and parliamentarians
- Identifying policy consultations and drafting response documents, assimilating evidence from relevant experts
- Networking with scientists, policy makers, civil servants, research funders and policy professionals from relevant organisations to develop a high profile for the Society with key stakeholders
- Organising events which support the delivery of the policy objectives set out in the Society's strategic plan, in collaboration with the Conferences team
- Ensuring Society audiences are aware of relevant policy developments by contributing to the Society's newsletter, blog, quarterly magazine *Microbiology Today*, and social media
- Representing the Society at external events and meetings including parliamentary receptions, and conferences
- Assisting with general administration and other duties from time to time as required by the Policy and Engagement Manager

#### **1.4 Knowledge and Skills**

##### **Essential**

- Biosciences degree (or equivalent)
- Relevant experience of working in science policy or a related area
- Developing policy research and analytical skills, with the ability to analyse, interpret and summarise complex information
- Excellent networking skills with experience of building and maintaining relationships with a wide range of stakeholders and partners at all levels of seniority
- Excellent communication skills both written and oral
- Strong organisational skills and meticulous attention to detail
- Experience organising meetings and/or events
- Excellent administration skills including proven ability to take accurate and informative meeting minutes
- Ability to time manage effectively and to prioritise work, working well under pressure.
- Strong working knowledge of Microsoft Office Applications
- Demonstrable interest in science and policy

**Desirable**

- Knowledge of microbiology and/or related areas of life science
- Knowledge of research funding bodies, government and other science policy stakeholders
- Interest in and/or awareness of the sustainable development goals