

Job statement

Programme Officer			
Salary band	Officer	Salary	From £33,426
Department	Programmes team (Careers)	Work location	Hybrid – both remote, agile working, and in person time in our offices at 41 Portland Place, London
Reports to	Programme Manager	Direct reports	N/A
Role duration	Up to 31 March 2024	Last updated	March 2023

The role

We are recruiting a programme officer who will work as part of the programmes team. The programme officer will be responsible for the administration and delivery of the Academy's career development programmes, including the delivery of a diverse range of career development events, workshops and conferences.

The role provides an opportunity for a person passionate about supporting the next generation of researchers to play a role in the delivery of our unique portfolio of programmes.

In addition, staff are encouraged to take part in cross-team projects, for example in promoting equality, diversity and inclusion in our activities and to contribute to initiatives such as staff learning lunches and networking opportunities.

The Academy is an outward-facing organisation and as a programme officer at the Academy you will have the opportunity to engage with a range of stakeholders including our Fellows and other senior academics, professional organisations and researchers.

Useful links

[Read more about the Academy's strategy for 2022-2032.](#)

[Read more information on our EDI values, principles, and behaviours.](#)

[Read more information about working at the Academy and the agile and flexible working style available.](#)

About you

You'll have a real opportunity to make a difference, working with a wide range of researchers, funders and expert facilitators to deliver and develop our acclaimed programmes that we know have positive impacts on people's careers. We are looking for somebody who is passionate about biomedical and health research and excited about working with researchers and leading experts in career development.

You'll have a degree, or equivalent experience, and have experience of dealing with external organisations or individuals, working with various databases (we are currently using Salesforce and FlexiGrant), and producing high-quality printed materials and digital content. Some experience of event or programme management and experience using online platforms for events would be beneficial.

You will be confident in working with people across all levels and in representing the team and the organisation at both internal and external meetings. Excellent communication and team working skills are key attributes we are looking for, in addition to a desire to support the careers of the next generation of researchers.

Key responsibilities for this role

- Administration and delivery across the Academy's career development programmes working with the programme manager and other officers.
- Shared organisation and delivery of a variety of regional workshops and events each year for the Academy's programmes, with individual responsibility for developing and delivering specific events within the programme.
- Working with professional consultants, who will assist in the development of programmes and facilitate workshops.
- Liaising with a range of stakeholders, including universities, funding agencies and biomedical and health researchers, to promote programmes and to encourage participation.
- Monitoring the success of the Academy's career development programmes and assisting with the production of high-quality reports.
- Working on communications activities with the support of the Comms team, including newsletters, webpages, and social media.
- Acting as line-manager or project manager for one of the Academy's interns, on a rotation basis and when the opportunity arises.
- Supporting the wider programmes and career team activities as required.
- Undertaking other ad hoc duties that can reasonably be expected of this post.

Skills and abilities of the person undertaking this role

- Excellent written and verbal communication skills.
- Experience organising and running events and training workshops.
- Some experience working with external training facilitators and/or senior academics desirable.
- Some experience working with databases is desirable.
- Strong organisational skills with keen attention to detail.

- Able to collaborate with colleagues and contacts at other organisations.

Competencies to demonstrate when working in this role

Leadership and people management:

- Manages self effectively to prioritise and deal with competing demands.
- Confident to have a go and to learn from mistakes.

Integrity and inclusivity:

- Respects diversity and speaks up against discrimination, bullying and harassment.
- Happy to listen and consider the views of others.

Personal effectiveness:

- Able to cope with a level of pressure in performing day to day tasks.
- Possesses self-awareness and is able to modify behaviour to an extent, or respond to feedback from others, in order to be more effective.

Communication:

- Shows awareness of the Academy's reputation in external interfaces.
- Supports a positive and inclusive culture through appropriate communication styles and methods.

Innovation and excellence:

- Strives to deliver excellence.
- Possesses some understanding of the sphere and context in which the Academy is operating and seeks value-adding improvements to day-to-day processes.

Collaboration:

- Participates in teams and engages with others effectively.
- Develops positive working relationships with colleagues within area of responsibility and across organisation.
- Understands the impact of actions on other areas within the organisation.

Staff benefits and opportunities at the Academy

<p>Salary progression</p>	<p>We have recently introduced a new salary progression framework.</p> <p>The framework offers opportunities for salary increases at 6 and 12 months. Further increments are available as staff progress through our role and competency framework. We are also committed to regular cost of living and/or benchmarking reviews.</p>
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Location	<p>Hybrid – both remote and in person time in our offices at 41 Portland Place, London, W1B 1QH</p> <p>We do not operate a set number of days, however many work towards one day a week in the office or attending face-to-face meetings and events.</p> <p>We welcome discussion of different working arrangements and locations with any successful applicant.</p>
Annual leave	29 days per annum; including Christmas closure dates, plus bank holidays (pro rata for part time staff)
Pension	The Academy contributes 7.5% of gross salary to a Legal & General salary sacrifice pension scheme, with an employee contribution of 3%.
Life assurance	3 x annual gross salary
Season ticket travel loan interest free	Available to all staff after completion of probationary period
Family friendly benefits	<ul style="list-style-type: none"> • We offer enhanced maternity and paternity leave and provide coaching for parents returning to work. • We are a family friendly employer and support staff to be present for their families and those they care for through our agile working policy.
Agile working	<p>We empower individuals and teams to identify work practices and patterns that enable the organisation to maximise its potential and the individual to achieve the best possible work/life balance.</p> <p>Our agile working approach operates on the following principles:</p> <ol style="list-style-type: none"> 1. Open 2. Timely 3. Experimental 4. Connected 5. Respectful 6. Empowered <p>These principles allow staff to determine how, when and where they work to do their job well and support their wellbeing.</p>
Wellbeing and mental health	<ul style="list-style-type: none"> • Subscription to Headspace and Class pass. • Regular individual, team and organisation wide wellbeing days. • Seasonal staff connection days • Employee assistance programme including financial and wellbeing advice. • Access to free online counselling and CBT

	<ul style="list-style-type: none"> • Cross organisation staff group dedicated to wellbeing that runs activities to support social connection and mental and physical health. • Team of staff mental health first aiders
<p>Equity, diversity and inclusion</p>	<ul style="list-style-type: none"> • Regular EDI learning sessions and events connected to religious holidays, social awareness days and cultural celebrations. • Access to EDI training and development sessions. • Opportunity to join a cross organisation staff EDI Forum, with leads for Disability, Neurodiversity and Mental Health; Gender Equality; LGBTQ+ Community; and Racial Diversity. • EDI SharePoint with resources including current affairs, podcasts, campaigns, blogs and reports. • We are also a member of EDIS (the Equality, Diversity and Inclusion in Science and Health Research Network), the Employers Network for Equality & Inclusion and the Proud Science Alliance, a collective of healthcare and life sciences sector LGBTQ+ networks.