

## 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 has a worldwide membership based in universities, industry, hospitals, research institutes, schools, and other organisations.

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.

Our commitment to anyone who studies microbes is ***“whoever you are, wherever you are, we will amplify your voice”***.

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

### 1.2 About you

We are seeking a Policy and Engagement Officer to help deliver our ambitious policy goals and projects. Working with the wider engagement and storytelling theme, you will be responsible for progressing external scientific and higher education policy activities for the Society. You 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:

- 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 policymakers
  - 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
- Providing key support to the Policy and Engagement Manager to deliver the 'Knocking Out

AMR' project, a five-year program of work aiming to promote feasible and effective solutions to antimicrobial resistance

- 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
- Ensuring Society audiences are aware of relevant policy developments by engaging with members across our channels
- 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)
- Research and analytical skills, with the ability to analyse, interpret and summarise complex information.
- Ability to build effective relationships with key stakeholders and volunteer scientists engaging in the Society's activities.
- Excellent communication skills both written and oral

- Strong time management skills with the ability to prioritise work, working well under pressure.
- Ability to work on own initiative as well as part of a high-performing team.
- Demonstrable interest in science and policy

### **Desirable**

- Relevant experience of working in science policy or a related area
- 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 antimicrobial resistance