



Director of the PHG Foundation

Further particulars

November 2022

PHG
FOUNDATION

making science
work for health

The PHG Foundation

The PHG Foundation (PHGF) was first established as the Public Health Genetics Unit in 1997 by the present chairman, Dr Ron Zimmern. In 2007 we became a registered charity as the PHGF, and in 2018 a linked exempt charity of the University of Cambridge accountable to the Higher Education Funding Council for England (HEFCE) through the University. We are an independent legal entity governed by its own Board of Trustees. Our place within the University is in the Clinical School where it is associated with the Department of Medical Genetics.

PHG Foundation has over 25 years established itself as a highly respected national health policy unit with a special focus on genomics and other emerging health technologies. Our mission is to make science work for health by supporting the application of advances in genomics and related fields for individual and population health through policy development. Delivery of this mission is centred around the translation of science into policy and practice by a talented PHG multi-disciplinary team supported by expert Associates, Fellows and distinguished Senior Fellows.

The rate at which successful research is translated into healthcare is too slow. Placing the health of individuals and populations at the centre of all our work, PHG offers solutions to the operational and societal challenges that hold back the translation of biomedical advances into practical benefits; and works with governments, policy makers and health professionals to tackle barriers to progress and implement strategic change within health systems.

We aim to have a worldwide influence and be seen as a national and global leader in the debate

of how society can use genomics, life sciences and digital technologies to improve health and well-being. Current organisational themes and questions include:

- ◆ how innovation in genomics and genome based sciences might be translated into benefits for patients and populations
- ◆ how a better understanding of genomics could lead to better understanding of disease risk and the prevention of disease
- ◆ how data and AI may be best used to benefit human health and to tackle global health challenges ranging across infectious to common non-communicable diseases

PHG also has expertise in the regulation of genomic technologies and genomic information and in the regulation and governance of research in these areas. Personalised medicine is a theme that also runs through our work. In the context of the pandemic and of climate change, we are developing a programme of work in the host response to infectious diseases and to non-infectious environmental agent.

We believe in the need for a fundamental shift to personalised healthcare which requires placing the individual citizen at the centre of health systems, increasing emphasis on disease prevention, and radical reorganisation of service with a shift from hospital to home or community setting where possible.

A woman with glasses and a striped shirt is seated at a table, looking down at a white coffee cup on a saucer. She is wearing a silver watch. In the foreground, the back of a man's head and shoulders in a blue shirt is visible, suggesting a conversation. The background is a plain, light-colored wall.

Applicant information

The role of the Director

The Director will lead the work of the PHG Foundation, set its overall strategy and build strategic relationships across the University and in organisations within the UK and globally. Applicants will be exceptional individuals with a strong track record in policy development as it relates to genomics and the biomedical sciences and its ethical, legal and social implications. They will have extensive experience working in a multidisciplinary environment; possess the ability to synthesise knowledge across a set of diverse disciplines for the development of public policy; and have insights into scientific research and its interface with clinical and public health practice. They will also have a track record of successful multi-stream income generation through securing charitable donations and endowments, academic grants and public and commercial sector consultancy.

Much of the PHG's work and influence is at present within the UK although it has made strategic relationships over the years with a small number of institutions in Europe, Canada, Hong Kong and the USA and increasingly undertakes work for international organisations. The successful candidate will be expected to build on these links. Special consideration will be given to those able to enhance the profile of the organisation at an international level.

Main Duties

1. Leadership

1. Develop and promote a creative and compelling vision for PHG that anticipates a future within the context of the PHGF overall mission to Make Science Work for Health

2. Provide inspirational and effective leadership to take PHG into its next stage of development as an independent charity within the University of Cambridge
3. Promote the shared interests of PHG and University of Cambridge
4. Broaden and deepen the organisation's domestic and international reach and value
5. Fully engage the Board of Trustees and Executive Team in strategic thinking, planning and delivery of its mission and goals

2. Resource Management

1. Be responsible to the Board for the overall financial health of the PHG Foundation
2. Secure funding for sustaining operations through philanthropic donations, academic grants and contracted work
3. Work with the Cambridge University Development and Alumni Relations (CUDAR) and others to secure philanthropic donations and other gifts

3. Capacity Development

1. Develop and support a work environment with an inclusive culture that encourages mutual respect, recognises diversity, fosters productive team relationships, encourages debate, supports professional development, and rewards quality, innovation and contribution to achievement of corporate objectives
2. Promote excellence among all staff, and supports opportunities for professional development
3. Ensure an effective and regular process for staff communication and consultation across all levels within the organisation.

4. Governance and Risk Management

1. Promote the PHG values and purpose in line with its charitable objects
2. Review, refresh, and update internal policies, practices, and processes to maximise success
3. Exercise overall responsibility for good governance, management, and administration of PHGF operations, within strategic and accountability frameworks established by the Board
4. Enable the Board to fulfil its duties and responsibilities for the proper governance of the organisation through provision of information and advice in a timely, thorough and appropriate manner
5. Identify and commit to appropriate policy goals and directing the organisation to prioritise activities and resources to achieve them
6. Work closely with the Board in assessment and management of institutional risk, implementing responses as appropriate
7. Ensure that all PHGF business is conducted effectively, ethically and to appropriate quality standards

5. Domestic and International Policy Leadership and Advice

1. Position PHG in a leading role amongst its peer organisations domestically and internationally
2. Provide expert advice and leadership to assist PHG in undertaking research and other activities that advance organisational knowledge in public health genomics and in other emerging health technologies
3. Provide expert advice and leadership arising from PHGF domains of expertise in public health, genomics and related fields to support

and inform the development of public policies

4. Develop productive and mutually advantageous working relationships with expert colleagues nationally and internationally including but not limited to health services, public health and the population sciences, the natural sciences, social sciences and humanities, and engineering

6. External Relationships

1. Fulfil responsibilities as the external “face and voice” of PHGF in engagements with clients, government, sponsors, community organisations, and others
2. Act as a champion and ambassador of the PHGF mission, by promoting, enhancing and protecting the PHGF reputation
3. Expand visibility, awareness of, and demand for the services of PHG by its partners and other stakeholders
4. Actively promote the mutual interests of partners, collaborators, donors and clients
5. Enhance the reach, impact, value, and sustainability of the PHGF marketing and external communications activities across applicable platforms, including use of the press and other media
6. Set and maintain standards of respectful interactions, transparency, objectivity

7. Development and Innovation

1. Expand the organisation’s domestic and international reach
2. Expand product and advice lines to include (not limited to): policy research and advice; advisory and consultation services; and capacity building

3. Develop mutually supportive partnerships and strategic alliances with appropriate organisations in furtherance of the PHG charitable objects
4. Generate new business opportunities and income streams within strategies and policies set down by the Board
5. Apply innovative and effective approaches to management and organisational development

Personal Characteristics of the Director

The post holder will be a highly experienced leader in policy related to genomics and the biomedical sciences and have demonstrable leadership skills and vision. He or she will have an advanced academic or professional degree, or equivalent (PhD, MB, MD, JD, LLB) in a relevant domain or discipline of the PHG Foundation including for example: health sciences (genomic science, medicine, public health) humanities (philosophy, law, applied ethics) or social sciences (political science, economics, public policy administration). It is anticipated that the next Director will, while coming from a particular disciplinary tradition, have sufficient expertise in and familiarity with other disciplines and traditions. He or she will also have the ability to forge and foster effective partnerships at an institutional, national and international level.

The successful applicant will have the opportunity to be appointed to an Affiliated Academic Title in the Clinical School in discussion with the Regius Professor of Physic. He or she will also be awarded a Fellowship or Senior Membership of Hughes Hall, the one or other at the entire discretion of the College through its Fellowships Committee.

Candidates will be considered for the post on the basis of selection criteria outlined below, which they are asked to address in their application

Essential Criteria

1. Significant experience in leadership positions (with government, NGO, academic, healthcare or commercial institutions) and experience in managing people and in leading national initiatives and programmes
2. The ability to influence policy development at a senior level and to build productive relationships in public, private and philanthropic settings
3. The ability to work in a multidisciplinary environment, spanning disciplines across science and the humanities and within different environments including politicians, government, the civil service, the NHS, wider health policy, research and local communities
4. A record of working successfully with Boards of Directors or Trustees and experience of management in an organisation of comparable size and character including the management of people and resources
5. Highly developed analytical skills with evidence of ability to translate evidence into policy proposals and to manage complex projects and facilitate change
6. Experience in the public communication of science and maintaining media relations
7. An understanding of and a commitment to the values and mission of the PHG Foundation
8. Ability to respond appropriately to unplanned and unforeseen events including expertise in crisis management

Additional Desirable Criteria

1. Experience of working in a policy or academic environment internationally with capacity to make international links and to enhance the reputation of PHGF in the global policy space
2. Record of achievement of obtaining funding from public, private and philanthropic sources
3. Record of conducting and publishing multidisciplinary peer reviewed research and policy reports

Terms and Conditions

Salary

The post is advertised on an equivalent University salary scale at a salary from £90,000 to £120,000 depending on the seniority and experience of the appointee. There will be an inflation upgrade each year that will reflect but not necessarily be exactly the same as that awarded by the University

Benefits

The Foundation also offers:

- ◆ A contributory pension scheme (with generous employer contributions)
- ◆ Facilities for CPD
- ◆ Group life assurance
- ◆ Health Assured Employee Assistance programme
- ◆ Cycle to work scheme
- ◆ Flexible working and family friendly leave schemes
- ◆ Access to library resources of the University

The appointee will also have a number of

other benefits through its association with the University.

Its offices are situated in pleasant surroundings at the Strangeways Research Laboratory, 10 minutes' walk from the Cambridge Biomedical Campus where the Cambridge University Hospitals NHS Trust (Addenbrookes) is situated.

Affiliations

Opportunities will exist for the successful applicant to be appointed to an Affiliated Academic Title in the School of Clinical Medicine in discussion with the Regius Professor of Physic. He or she will also be awarded a Fellowship or Senior Membership of Hughes Hall the one or other at the entire discretion of the College through its Fellowship Committee.

Private work and Consultancy

The appointee is permitted remuneration from private work and consultancy with the consent of the Chair of the PHG Foundation. Such work, however, must not interfere with the performance of the duties of the post. If they do take a substantial amount of in-work time, there will be opportunities to reduce the PHG contract (but to no less than 0.8 WTE) following negotiation and with the approval of the PHG Trustee Board

Equality and Diversity

The Foundation is committed to equality of opportunity. We seek to ensure that no job applicant or employee receives less favourable treatment because of their race, colour, nationality, ethnic or national origin, or on the grounds of their gender, marital status, disability, age, sexual

orientation or religion; or is disadvantaged by conditions or requirements which are not justified by the job to be done. This policy concerns all aspects of employment for existing staff and potential employees.

Personal Information

We store personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your staff record for the duration of your employment. If you are unsuccessful, your information will be normally kept for one year after the completion of the application process (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a Home Office compliance officer has examined and approved them, whichever is the longer).

The Foundation has a detailed data protection policy that keeps your information confidential in line with UK common law, the Data Protection Act and the GDPR. Details may be obtained from sheila.rush@phgfoundation.org.

Relocation

A relocation package is available. The successful applicant may be reimbursed for relocation expenses on submission of the relevant invoices up to a maximum of £8,000.

Hours of Work

Normal hours of work will be 37 per week, usually worked between the hours of 08:00 to 18:00, Monday to Friday, but the Director may be

expected to travel and work outside these times to meet organisational needs.

Annual Leave Entitlement

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata based on days worked.

Application Process

Applications should include:

- ◆ a letter of application
- ◆ a statement of the applicant's vision for the Foundation and how he or she seeks to develop it
- ◆ a curriculum vitae
- ◆ a publications list
- ◆ details of three referees

These should be sent by email (or post) to Sheila Rush sheila.rush@phgfoundation.org by **17:00 on Tuesday 3 January 2023**.

The Chairman, Dr Ron Zimmern, is happy to discuss the post informally with prospective applicants. He can be reached at ron.zimmern@phgfoundation.org.

The Business and Operations Manager, Sheila Rush, can be contacted about any matter to do with the terms and conditions and the application process at sheila.rush@phgfoundation.org.

It is intended to conduct interviews in Cambridge on **Friday 3 February**. Remote interviews may be possible for international candidates.

If appointed, the applicant will also need to provide completed pre-employment check forms and an equal opportunities monitoring form. The offer of a position is conditional upon the provision of proof of entitlement to work in the UK. Prior to starting work for us you will need to show an original document or a combination of original documents which we will copy and return to you (the Pre-Employment Checks Form has details of acceptable documents).

About the University of Cambridge, the School of Clinical Medicine and Hughes Hall

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful universities, and a renowned centre for research, education and scholarship that makes a significant contribution to society. It is consistently ranked among the top universities of the world. Its affiliates have won more Nobel Prizes than any other University.

It comprises 150 faculties and departments together with a central administration and other institutions, museums and collections. It has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union, major charities and industries exceeds £500 million per year and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing separate legal entities which appoint their own staff.

Its sustained pursuit of academic excellence is built on a long history of first class teaching and research within a distinctive collegiate system. For eight centuries its ideas and innovations have shaped the world. Its principal goal is to continue to be one of the world's leading universities in an increasingly competitive global higher education sector. Today the University is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

The School of Clinical Medicine

The School of Clinical Medicine currently employs nearly 3,000 people and is headed up by the Regius Professor of Physic, Professor Patrick Maxwell. It aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences is key to its approach. The School also provides leadership in education, discovery and healthcare, achieving this through inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population

The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. Its main research interests are:

- ◆ Cancer
- ◆ Cardio-respiratory medicine
- ◆ Cellular mechanisms of disease
- ◆ Diabetes, Endocrinology and Metabolism
- ◆ Epidemiology, Public Health and Primary Care
- ◆ Genetics and Genomic Medicine
- ◆ Haematological and Transplantation Medicine
- ◆ Infection and immunity
- ◆ Neurosciences and Mental Health
- ◆ Stem Cells and Regenerative Medicine

Hughes Hall

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, with over 800 students and 250 senior members. It is one of just four Colleges dedicated to undergraduates aged 21 and over and to postgraduates. A mission of the College is to use academic learning to bring about real change and growth in the world. It is one of the biggest colleges for Law, a focus area of the college, and is one of four colleges that admit students on the medical course for post graduates. The College is non-hierarchical and works hard to integrate its Research Fellows and Associates with the wider college community. Its Bridge initiative seeks to connect academics with leaders in policy, practice and commerce, in order to turn ideas and expertise into lasting change for the benefit of society. The PHGF has a special relationship with the College through a Memorandum of Agreement

