



# Policy Analyst

Applicant information  
pack

July 2024

**PHG**  
FOUNDATION

making science  
work for health

# Welcome

The PHG Foundation is a unique policy think tank and a linked exempt charity of the University of Cambridge. Our mission has always been making science work for health, with a focus on policy to support the application of genomics and other emerging biomedical science and technologies for more effective and personalised healthcare.

Our multi-disciplinary staff includes specialist science, humanities and communications teams with significant expertise spanning science, medicine, public health, regulation, law, ethics, policy, engagement, and communication. Together, we work with health professionals; academic, commercial and third sector researchers and experts; and regulators and policymakers

in order to develop independent, balanced and considered perspectives and practical recommendations.

Parallel to our strategic work programme, we provide expertise to international collaborations and clients, working for and with a wide range of organisations.

We are currently recruiting for a Policy Analyst who, as part of our Humanities team, will have many opportunities to challenge themselves and to investigate exciting advances in biomedicine and the social, ethical, political and legal conditions that shape their impact on individual and population health.

**UNIVERSITY OF CAMBRIDGE**

## Heat, health and human genetics

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The views set out in this briefing note do not necessarily represent those of the WYNG Foundation

## Optical genome mapping

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## Are synthetic health data 'personal data'?

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## DNA as data storage

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# Working with us

Originally founded as the Public Health Genetics Unit in 1997, we became the PHG Foundation as an independent charity in 2007, joining the University of Cambridge in 2018 as a linked exempt charity. Our talented staff team is governed by our Board of Trustees and supported by our expert Associates, Fellows and Senior Fellows. We produce reports, policy briefings, papers and a range of other materials for varied audiences and purposes, many of which are available via our website and social media channels, as well as holding digital and in-person meetings and events. We are funded by philanthropic donations, along with income from academic grants and collaborations, commercial and public sector commissions and consultancy, and an investment portfolio; we do not receive funding from the University of Cambridge.

Our offices are near the Cambridge Biomedical Campus, one of the largest biomedical centres for research and

patient care in Europe, and home to the Cambridge University Hospitals NHS Trust, the University of Cambridge School of Clinical Medicine, the Medical Research Council, the Laboratory of Molecular Biology, the global headquarters of AstraZeneca, the Cancer Research UK Cambridge Institute, and many more prestigious institutions.

The city of Cambridge itself is a vibrant hub with a variety of museums and galleries, boutiques, shopping centres, and an extensive range of restaurants, all contributing to a great quality of life. Of course, the city is best known for the 31 colleges and 150+ academic departments that form the University of Cambridge. The city has excellent transport links including to London and international airports, and there are multiple towns and villages in the wider Cambridgeshire area with good commuter access to the city.

## Employee benefits

- ◆ A contributory pension scheme (with generous employer contributions)
- ◆ A stimulating, multidisciplinary working environment
- ◆ Pleasant surroundings, flexible working and family friendly leave schemes
- ◆ Facilities for CPD
- ◆ Group Life Assurance
- ◆ Cycle to work scheme
- ◆ Employee Assistance Programme
- ◆ Opportunity to work from home for part of the week (two days per week)





A woman with glasses and a white striped shirt is seated at a table, looking down at a document. A white coffee cup sits on the table in front of her. To her left, a man in a blue shirt is blurred, appearing to be in conversation with her. The background is a plain, light-colored wall.

# Applicant information

# Job description

## Job purpose

This role focuses on ethical, legal and societal challenges that are likely to arise through scientific and technological innovation in the context of health. As part of the Humanities team at the PHG Foundation, you will work with colleagues to identify policy priorities and how they may be addressed by local, national or international policymakers, regulators and research or healthcare leaders.

The role involves collaborative working both within and outside the organisation, including with policy makers, clinicians and academics. You will:

1. Work independently and with colleagues to initiate, plan and deliver projects intended to secure the benefit of scientific, technological and biomedical innovation for individuals and populations
2. Undertake research to support objectives in the work programme and assist in convening stakeholder meetings on a range of topics
3. Work with colleagues and external partners to disseminate findings and to inform and influence external agencies, organisations and individuals in ways that reflect the mission and aims of the Foundation
4. Contribute to overall corporate development and building the Foundation's external profile, sustainability and growth. Stewardship of key stakeholders, understanding their needs and developing opportunities for collaborative work and commissioned work are important features of the role.

## Roles and responsibilities

### Policy and research

You will:

- ◆ Undertake horizon scanning and analysis of potential ethical, legal, societal and policy issues arising from novel biomedical and digital technologies, and their applications for health
- ◆ Keep up to date with relevant policy debates, political context and the current and emerging trends in relevant policy areas (UK and internationally) e.g. biomedical ethics and issues arising from translation of biomedical technologies and health and innovation policy
- ◆ Conduct targeted research into specific topics and draft background papers, briefings and other outputs to support the work programme
- ◆ Work with colleagues to respond to consultations and to develop policy positions
- ◆ Write material for publications, the PHG Foundation website, academic journals and other media
- ◆ Wherever appropriate, make use of inter- or transdisciplinary approaches, collaborating with colleagues and others to ensure that relevant knowledge and insight from across academic disciplines, professional roles and socioeconomic sectors is brought to bear.

## Engagement and networks

You will:

- ◆ Develop effective working relationships with relevant colleagues nationally and Internationally
- ◆ Work with colleagues to engage with and convene stakeholders from a variety of disciplines and backgrounds as part of the development and delivery of the Foundation's work programme
- ◆ Present and promote the Foundation's work at meetings, conferences and other events.

## Programme development and delivery

You will:

- ◆ Manage assigned projects taking responsibility for development, delivery, quality, implementation, dissemination and evaluation
- ◆ Contribute as necessary to other projects and to the delivery of designated outputs
- ◆ Generate ideas and identify opportunities for funding
- ◆ Make other contributions to the work programme as necessary.

## Corporate affairs

You will work with colleagues to:

- ◆ Raise the profile of the Foundation as a health and science policy think tank
- ◆ Provide sound, professional and unified information and messages
- ◆ Understand and meet the needs of funders and donors, acting as an ambassador for the Foundation when required
- ◆ Contribute to internal strategic and business planning processes.

You will contribute to performance management by:

- ◆ Participating in the annual review process, and supporting the performance and development of any staff for whom you may be responsible
- ◆ Participating in evaluation of work programmes and reporting on performance to trustees, regulators and funders when required
- ◆ Contributing to initiatives to improve internal communication and knowledge transfer within the Foundation.

# Person specification

We are looking for a person who meets the criteria set out below.

## Education / qualifications

### Essential

- ◆ A good first degree (at least 2.1) in a relevant subject
- ◆ A postgraduate academic or professional qualification in a relevant humanities or social science subject (e.g., philosophy, law, psychology) or a related field (public health, public policy or Science, Technology & Society);
- ◆ or a strong track record of policy work supported by relevant continuing professional development

## Experience

### Essential

- ◆ Experience of conducting research and analysis such as literature reviews, qualitative research or analysis of law/policy in a relevant context
- ◆ Experience of planning and assisting in delivery of meetings and events
- ◆ Experience working in an interdisciplinary environment and as part of a team
- ◆ Project management / facilitating change
- ◆ Building productive relationships with clients or stakeholders
- ◆ Advanced research / analytical skills and familiarity with a range of quantitative / qualitative methodologies
- ◆ Ability to construct concise and influential arguments in written and oral presentations from own research and analysis

### Desirable

- ◆ Awareness of the social, political and regulatory issues relevant to the implementation of biomedical innovations in healthcare
- ◆ Knowledge of organisations involved in health policy development and delivery in the UK (knowledge of other health systems desirable)
- ◆ Knowledge or awareness of health and/or science policy development

## Personal qualities

### Essential

- ◆ Effective relationship building skills - able, enthusiastic communicator
- ◆ Effective team member - also able to work independently

### Desirable

- ◆ Ability to respond appropriately to unplanned and unforeseen events and to work flexibly when required
- ◆ Strategic thinking
- ◆ Effective negotiation skills

# General information

## Pay

The starting salary for this role will be within the range of £35,030 - £44,030 pa, depending on skills and experience. The role is available on a full or part time basis (minimum 30 hours per week).

## References

Offers of employment to successful applicants are made subject to satisfactory references, which are normally taken up after interviews. Please provide the names and contact details of two people (not relatives) who are able to provide a reference. One referee should be from your current or most recent employment. Your referees must be able to provide direct knowledge of your work performance and attendance record.

## Pre-employment checks

If you are offered a position it will be conditional upon you providing proof of your entitlement to work in the UK. To enable us to check this we ask all applicants to complete and return the pre-employment checks form, which can be found on our [vacancy webpage](#). 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).

## Equality and diversity

The PHG 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. We can only monitor our progress in this respect if you complete the equal opportunities monitoring form and return it with your application. This form can be found on our vacancy webpage.

This form is removed from your application when it arrives and kept strictly confidential. It will not be seen by anyone involved in the shortlisting or interview process.

## How to apply

The deadline for applications is 17.00 on Tuesday 20 August 2024.

Interviews will be held in person on Wednesday 11 September 2024. Let us know if you will not be available on that date; we can sometimes make alternative arrangements, but cannot guarantee it.

Please supply a copy of your current CV together with a supporting statement showing how your skills and experience meet the requirements of the role and include details of your current salary.

Email your CV, statement, completed Pre-Employment Checks form, Equal Opportunities Monitoring form and details of your two referees to: [recruitment@phgfoundation.org](mailto:recruitment@phgfoundation.org).

For an informal discussion about this opportunity please contact [colin.mitchell@phgfoundation.org](mailto:colin.mitchell@phgfoundation.org).

## What happens next?

We appreciate your interest in working with us at the PHG Foundation. If you choose to apply, we will acknowledge receipt of your application via the email address you provide.

If you are shortlisted for an interview, we will contact you as soon as possible after the closing date to arrange this. All unsuccessful applicants will be notified of the outcome of their application.

## Your 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 period).

PHG has a detailed data protection policy that keeps your information confidential in line with UK common law, Data Protection laws and the GDPR. Details may be obtained from [sheila.rush@phgfoundation.org](mailto:sheila.rush@phgfoundation.org).



