

Job description

Job title:	R&D Policy Officer (Maternity Cover – 4 days/week)	Date:	February 2012
Reporting to:	Head of R&D		
Department:	Medical & Innovation	Location:	London

1. **Job purpose and background**

The ABPI represents innovative research-based biopharmaceutical companies, large, medium and small, leading an exciting new era of biosciences in the UK.

Our industry, a major contributor to the economy of the UK, brings life-saving and life-enhancing medicines to patients. Our members supply 90 per cent of all medicines used by the NHS, and are researching and developing over two-thirds of the current medicines pipeline, ensuring that the UK remains at the forefront of helping patients prevent and overcome diseases.

The ABPI is recognised by government as the industry body negotiating on behalf of the branded pharmaceutical industry, for statutory consultation requirements including the pricing scheme for medicines in the UK.

This role will be to support the Medical and Innovation Team in pursuing ABPI objectives to enhance UK competitiveness on science, technology and research and development (R&D) in particular providing secretariat support for a number of therapy groups. It will be a part-time (four days per week) 11-month fixed-term appointment.

2. **Principal objectives/responsibilities**

Reporting to the Head of R&D, the role will be to support the Medical and Innovation Team in pursuing ABPI objectives to enhance UK competitiveness on science, technology and R&D in particular providing secretariat support for a number of groups:

Overall to support the ABPI objective to sustain and enhance the UK biomedical and clinical research base:

- Be responsible for and provide the secretariat and support functions for the Pharmaceutical Industry Security Forum (PISF) (tasks available on request – 25% time)
- Be responsible for and provide the secretariat and support functions for the ABPI Cancer Working Group (tasks available on request – 50% time)
- There will be additional opportunities to contribute to R&D policy activities in

the Medical and Innovation Team (25% of time).

3. Experience and skill set

The ideal candidate will have the following experience and demonstrable skills:

- Good administrative and organisational skills
- Good communication skills and the ability to write clearly and effectively
- A graduate degree is desirable, preferably in science. A relevant qualification in the biomedical or life (biological) sciences would be especially welcome
- An understanding of science, technology and/or R&D policy would be desirable, but not essential, as long as a strong interest in R&D policy can be demonstrated
- Direct experience of the pharmaceutical industry and R&D is not essential, but would be helpful.

Person specification

- Good communication and administration skills
- Ability to interact with senior members of the pharmaceutical industry, Government figures and external stakeholders as appropriate
- A positive attitude, with a track record of team working a can-do attitude and the ability to work across organisations
- Willing and able to contribute new ideas.

4. Performance criteria

Performance will be measured against objectives set and agreed at the start of the FTA and established in line with ABPI objectives and in particular informed by the priorities of the Cancer Working Group and the PISF.

Agreed by job holder

Name:

Signature:

Agreed by line manager

Name:

Signature: