

Supporting a thriving Parliamentary democracy

Job Title:	Biological Sciences and Health Adviser
Salary:	£37,510 per annum
Team:	Parliamentary Office of Science and Technology (POST), Research and Information
Number of Posts:	1
Contract Type/Duration:	Permanent

Team Information

The Parliamentary Office of Science and Technology (POST) is an office of both Houses of Parliament, with a Board that includes Members of both Houses. It is the main bridge between the research community and the UK Parliament and ensures that all work undertaken by both Houses is evidence-informed. POST publishes briefings and holds events and seminars each year that connect parliamentarians to leading experts from the research community and other sectors, including Government, the third sector and industry. POST also supports select committees and Library sections to incorporate research evidence into their work, from shaping inquiry terms of reference to sourcing evidence and briefing Members.

Job Information

The Biological Sciences and Health Adviser will support POST in providing independent and balanced analyses to both Houses of Parliament on public policy issues with a basis in science and technology, especially those related to all of the life sciences and health.

For this position, the successful candidate will be required to manage recruitment of, and supervising, short term placements for visiting researchers.

Responsibilities

- Research and compile briefing material, drawing on external advice and expertise, to analyse a wide range of subjects in science and technology policy as approved by the POST Board. Projects range from ad hoc briefings to more formal peer-reviewed briefings and will require an ability to research areas with which a staff member may not already be familiar. Recent examples include: 3D bioprinting in medicine, autism, human germline genome editing, compostable food packaging, antimicrobial resistance.
- Assist parliamentary select committees as requested, e.g. by providing written or oral briefings on topics in the biological sciences and health.

- Maintain and develop a network of contacts within Parliament and outside to ensure POST has a good understanding of policy developments in the above field.
- Present at knowledge exchange and outreach events with key stakeholders.
- Recruit and supervise doctoral fellows on a 3-month placement with POST.
- Undertake horizon scanning activities to identify and prioritise topics of interest to Parliament, and summarise these as proposals to the POST Board.
- This does not exclude other duties within the job that have been assessed and graded accordingly by Pay Advisers.
- Any further duties as required by your line manager

Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years, they are not eligible for vetting.

Please [click here](#) for further information.

Hours

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditions full-time working hours for staff of the House are 36 hours per week. This excludes daily meal breaks of one hour. The exact daily times of attendance will be agreed with line management.

Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process. In addition, we will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency-based interview.

Candidates successful at the application stage will be required to complete a one-page scope of a proposed POSTnote on a biological sciences or health topic. In the interview they will be expected to give a 2-minute pitch and a question and answer on the topic.

Our Values:

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

Inclusive: We value everyone equally; We respect each other; We all have a voice.

Courageous: We try new things; We own our actions and decisions; We learn from our mistakes.

Trusted: We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

Collaborative: We share our knowledge and experience; We work towards a shared vision; WE know we work better in a partnership.

Skills and Experience

Criterion 1 – Qualifications

Essential:

- A bachelor's degree (2.2 or higher) in a relevant scientific discipline
- EITHER a postgraduate qualification in a relevant subject (e.g. MSc, MEng, PhD or EngD) OR relevant work experience

Criterion 2 – Experience and knowledge

Proven experience of:

policy analysis and/or excellent skills in science and technology communication (oral and written), that show the ability to absorb complex, technical subject matter and draft succinct, objective and impartial briefings.

Criterion 3

Ability The ability to work under pressure and to strict deadlines, setting realistic targets and prioritising effectively between competing priorities to ensure that changing short, medium and long-term demands and deadlines are met.

Criterion 4

Impartiality and a balanced approach to gathering, analysing and assessing evidence, experience of using a range of information and research sources and the ability to communicate effectively with a wide range of key stakeholders.

Criterion 5

Proven experience of contributing to organisational culture change, for example: the ability to foster relationships with, and work with, diverse stakeholders; adapting working style to accommodate others' needs; improving access to services and information for diverse stakeholders/customers.

For Further Information

Candidates should refer to the [House of Commons Career Website](#) or contact recruitment@parliament.uk or 0207 219 6011