

Job Description & Person Specification

Science Officer

BACKGROUND

Breast Cancer UK's vision is a world without breast cancer. Our mission is to prevent breast cancer through scientific understanding, education, collaboration and policy change.

We are the only UK breast cancer charity focused entirely on the prevention of breast cancer by campaigning to reduce risk. Many thousands of women every year get breast cancer but at least 1 in 4 breast cancers is thought to be preventable.

- We fund scientific research that will help to understand and address the preventable risk factors for breast cancer
- We educate and raise awareness of the preventable risk factors for breast cancer and provide practical information to help people reduce their risk
- We campaign for policy changes that promote the prevention of breast cancer

Breast Cancer UK is known for its campaigns and research on the links between certain environmental chemicals and breast cancer. We have grown in size and impact over the last 5 years and we have ambitious plans to do even more. As well as tackling the environmental causes of breast cancer, we aim to promote awareness and understanding of the preventable lifestyle risk factors too. The Science Officer will play a key role in our work to promote the prevention of breast cancer through scientific understanding, research and education.

We're looking for a skilled researcher and science communicator, with top class attention to detail and a passion for communicating sound science to a public audience, to help us prevent breast cancer.

KEY FACTS

Hours:	30-37.5 hours per week (excluding lunch breaks).
Location:	Home based
Responsible to:	Head of Science.
Responsible for:	None.

SALARY AND BENEFITS

- £25k - £28k depending on experience (pro rataed if part time)
- 25 days holiday per year (pro rataed if part time) plus public holidays, plus three days when the office is closed over the Christmas period (when holiday time must be taken).

- Supportive and positive working environment.
- Good opportunities for learning and development.
- Up to 4% contributory pension scheme.

PURPOSE OF ROLE

The main purpose of the Science Officer is to provide scientific information, content and advice on the preventable risk factors for breast cancer. Their knowledge, research findings and growing expertise will help to inform our policy positions, messages and advice to members of the public on how they can reduce their risk of breast cancer.

The Science Officer will also play a key role in the smooth running of the charity's Science Committee, Independent Science Panel and the success of our grant funding programme

SCOPE OF ROLE

This role has four main areas of work. The percentages given below are approximate and the post holder's work rhythm will vary from week to week and month to month:

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| a. Carry out desk based research and intelligence gathering | 20% |
| b. Provide accurate scientific advice and support | 20% |
| c. Drafting materials and content for internal and external use | 30% |
| d. Proactively building relationships and communicating our science messages | 15% |
| e. Administration and support | |

BREAKDOWN OF DUTIES

This is not necessarily a comprehensive list of tasks, but is intended to give a good feel for the content of the role.

a. Carry out desk based research and intelligence gathering **20%**

- i) Horizon scanning and monitoring to ensure Breast Cancer UK is kept abreast of scientific developments and new research in the field of breast cancer prevention,
- ii) Source research and data to support scientific statements, policy positions and content for digital and traditional media.

b. Provide accurate scientific advice and support **20%**

- i) Provide scientific advice to staff, Trustees, volunteers and contractors to Breast Cancer UK on the risk factors for breast cancer including both lifestyle and environmental risk factors. ;
- ii) Contribute to the development and implementation of Breast Cancer UK's policy positions, campaigns and messaging including Breast Cancer UK's Campaigns, helping to ensure our messages are scientifically accurate and based on the latest scientific research available;
- iii) Where appropriate assist the Communications team in responses to enquiries from members of the public, media requests, press releases and news stories;

c. Drafting materials for internal and external use: 30%

- i) Draft position papers, consultation responses and briefing documents that set out Breast Cancer UK's position and scientific messages on breast cancer prevention.
- ii) Ensure that Breast Cancer UK's information and advice to members of the public about preventable risk factors meet Information Standard criteria and robust internal policies and processes for information production

d. Proactively building relationships and communicating our science messages 15%

- i) Work with the communications team to help accurately communicate Breast Cancer UK's key messages and policy positions to members of the public, policy makers, and other stakeholders.
- ii) Help to raise Breast Cancer UK's profile and scientific activities with researchers, academics and other scientific audiences through different mediums including social media, networking, meetings, and events.
- iii) Build contacts with relevant people in UK universities, institutions and agencies to help Breast Cancer UK's campaigns work, as well as to facilitate information and intelligence gathering
- iv) Represent Breast Cancer UK at relevant meetings, events and conferences.

e. Administration and support 15%

- i) Support the Head of Science in the smooth running and administration of the Science Committee, through assisting with agenda setting, papers, meeting organisation and minutes
- ii) Support the promotion, marketing and administration of the grant funding programme, including organisation of peer review, summaries and liaising with grantees on reports, progress etc.
- iii) Work with the Head of Science to promote, engage and grow the activities of the Independent Science Panel

6. KEY RELATIONSHIPS

The post holder will have contact with a wide range of people, especially outside the organisation and will be required to be friendly, professional, helpful and sensitive. Relationships include:

- i) Staff
- ii) Trustees
- iii) Researchers and academics
- iv) Charities and coalitions

7. OTHER INFORMATION

- This job description helps the post holder to understand her/his main duties. It is not exhaustive and the role's duties may change from time to time, in discussion with the post holder and consistent with the level of responsibility of the post.

- The appointment is subject to the satisfactory completion of a six month probationary period and is for a period of 18 months with the possibility of extension at the end of this period.
- Breast Cancer UK is committed to providing equal opportunity to everyone, regardless of background.
- Breast Cancer UK has no head office and all staff are expected to be able to work from home. The post holder will be provided with a laptop, but must have suitable broadband, home working facilities, and IT proficient.
- The post holder will be required to travel within the UK and occasionally within the EU, for example to attend staff meetings in London or conferences in other parts of the country. This may occasionally require overnight stays. The post holder may also be required to undertake occasional evening and weekend work where, for example, we hold events or conferences.

8. PERSON SPECIFICATION

KNOWLEDGE & QUALIFICATIONS

- Have an honours degree (Minimum BSc 2:1) (a Masters or PhD would be an advantage) in a relevant science subject e.g. nutritional, biological, biomedical, environmental or public health/health science
- Some knowledge and understanding of breast cancer risk factors, especially those associated with lifestyle and/or diet
- Some knowledge and understanding of the environmental chemicals associated with an increased risk of breast cancer and/or cancer would be an advantage
- An understanding of the EU and UK policy making arenas of public and/or environmental health – including knowledge of the relevant institutions, stakeholders and regulations would be an advantage.

EXPERIENCE

- Have a scientific background in the relevant issues, with demonstrable experience in the field of biological, biomedical, nutritional or public health/environmental health science
- 1 or 2 years' experience of research within the workplace in a biological, biomedical, nutritional or environmental science
- Demonstrable experience of communicating complex scientific issues to a non-scientific audience.
- Some experience of dealing with the external stakeholders – e.g. policy makers, members of the press.
- Any experience of working for or with a health information provider would be an advantage

SKILLS

- Excellent verbal and written communication skills
- Excellent research skills and ability to analyse information
- Ability to use a comprehensive range of IT software and social media
- Be flexible in working with environmental health and technically complex topics

ATTRIBUTES

- Have an affinity with environmental, health or cancer NGOs - an interest or affinity with breast cancer prevention would be an advantage
- Strong team worker

- Sound judgement and the ability to make effective decisions
- Hard-working and reliable
- Well organised and self-motivated
- Able to combine strategic overview with consistent attention to detail
- Able to work to tight timeframes
- Empathy with Breast Cancer UK's aims, values and objectives
- Be able to work from home or on their own initiative where appropriate.

Please note - whilst this role is working from home, all employees are expected to be available during working hours (ie. – 9 – 5.30) for meetings and events at different locations e.g London.

BREAST CANCER UK'S COMPETENCY FRAMEWORK

Breast Cancer UK operate a competency framework to help define and develop the personal attributes, skill sets and behaviours required to perform effectively in all roles across the organisation. It comprises a set of 9 overlapping core competencies and behaviours as outlined below. Each competency has four different levels that help to illustrate what effective performance involves at each level. It is likely that people will perform at different levels across all 9 areas. All roles are likely to involve a level of performance at each competency, but some competencies will be more relevant to certain roles than others. The competency framework applies to all staff volunteers and trustees and can help to inform job descriptions, recruitment and requirements for support and supervision. We have identified a number of core competencies we believe to be most pertinent to this role below.



Competency requirements for this role are as follows:

Behavioural Competency	Description	Level required
Planning and organising	<i>The ability to plan and organise tasks and resources</i>	Level 2 – 3
Communications	<i>The ability to communicate ideas and information</i>	Level 2 – 3
Self-Motivation and Professionalism	<i>Self-motivated to achieve personal and team goals</i>	Level 2 – 3
Teamwork and leadership	<i>The ability to work co-operatively with staff, Trustees, volunteers and external stakeholders</i>	Level 2 – 3
Organisational Awareness	<i>Understands Breast Cancer UK's core purpose and charitable objectives and priorities.</i>	Level 2 – 3

APPLICATION PROCESS

Please forward a completed application explaining how you meet the above person specification and a short covering letter stating why you would like to work for Breast Cancer UK and what you would bring to the organisation, to recruitment@breastcanceruk.org.uk by 22nd March 2019. Please do not wait until the deadline to submit your application. (Interviews will be held on the 1st March in Cambridge).

To discuss the role or if you have any questions regarding the application process please contact Margaret Wexler margaret.wexler@breastcanceruk.org.uk or via phone on 0845 6801322.

Privacy Notice: *We understand the trust that people place in us when sharing their data. We will always do our utmost to respect that trust and protect their personal information. We will only process your personal information in accordance with the above purposes (i.e. to process your application, contact you should you be shortlisted). The information provided by you will be kept for the duration of the recruitment process and in the event you are unsuccessful for no longer than 1 year after the application deadline date. We will not pass any data to any third parties and your information will be kept securely in a digital format. Should you be offered the role, your information will be kept for the duration of your time with Breast Cancer UK and for up to 6 year after. You have the right to request a copy of the data held on you by us and can withdraw your consent at any time. A full copy of Breast Cancer UK's Employee Data Protection and Privacy Policy is available on our website*