



# Senior Policy Analyst/ Policy Analyst (Humanities)

Applicant information  
pack  
June 2025

**PHG**  
FOUNDATION  

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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 Senior 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. We will consider recruiting at the level of Policy Analyst for a qualified candidate with more limited experience.







# 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 of 14% (contingent on the employee's contribution meeting the minimum requirement)
- ◆ 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 (40% of contracted hours)



A woman with glasses and a striped shirt is sitting at a table, looking down at a document. A cup of coffee is on the table. A man in a blue shirt is sitting across from her, looking at the document. The text "Applicant information" is overlaid on the image.

# Applicant information

# Job description

## Job purpose

To provide expertise combining law, regulation, policy and/or ethics to support the management and delivery of projects. You will use your subject knowledge to deliver cogent, reflective, and timely outputs to influence policy development across the following areas:

- ◆ Innovation in biomedicine, including genetics, genomics, AI and digital technologies for health
- ◆ Generation, use and governance of data
- ◆ Impact on and transformation of services, including personalisation and population health.

In order to do this, you will:

- ◆ Already have (or demonstrate the ability to build) an appropriate depth and breadth of knowledge of law, regulation, biomedical ethics, health systems and digital technologies to make an effective contribution to interdisciplinary projects
- ◆ Have an understanding of current policy debates and emerging trends in relevant health, digital and science policy areas (in the UK, Europe and internationally).

## Roles and responsibilities

### Strategy and planning

- ◆ Engage in horizon scanning activities and maintain relationships with relevant stakeholders to identify emerging issues
- ◆ Contribute to internal planning processes taking account of developing trends, priorities and the need for balance across the whole organisation
- ◆ Contribute to internal strategic and business planning processes as required.

### Project management, research and delivery

- ◆ Undertake independent work on designated topics as required by the PHG Foundation's work programme
- ◆ Provide expert input to support delivery of the PHG Foundation's work programme
- ◆ Evaluate and review existing and proposed policies, including undertaking rapid appraisals of key legal, ethical or governance issues as required
- ◆ Work with colleagues to research, develop and present cogent policy positions on a range of relevant subjects, leading projects as required
- ◆ Write policy, research, information and communications materials for a variety of publications / web and social media
- ◆ Manage the development, delivery and evaluation of designated projects and commissioned work.

## Engagement, communications and advocacy

- ◆ Promote the adoption of evidence-based, responsible policies by those who play a key role in the PHG Foundation's areas of interest nationally and internationally
- ◆ Engage effectively with internal and external colleagues, nationally and internationally
- ◆ Generate ideas and opportunities and assist in seeking funding for new work
- ◆ Present and promote the PHG Foundation's work at meetings, conferences and outreach events
- ◆ Provide the PHG Foundation's audiences with sound, professional and unambiguous information and messages
- ◆ Attend external events as an ambassador for the PHG Foundation, supporting good relations with the PHG Foundation's supporters and donors.

## Corporate affairs

- ◆ Collaborate with marketing and communications team members in building the PHG Foundation's external profile and in the effective stewardship of key stakeholders, understanding their needs and developing opportunities for collaborative work
- ◆ Contribute to meeting the PHG Foundation's sustainability goals and respond to the needs of funders, donors and commercial clients
- ◆ Uphold the values of the PHG Foundation.

## Management

- ◆ Line manage one or more policy analysts, and ensure appraisal and development of any staff for which you may be responsible (Senior Policy Analyst only)
- ◆ Participate in evaluation of work programmes, projects and other business activities
- ◆ Report on performance to trustees, regulators and funders when required
- ◆ Assist colleagues in meeting their objectives and deadlines
- ◆ Contribute to the development and delivery of the PHG Foundation's educational and internship programmes
- ◆ Contribute to initiatives to improve internal communication and knowledge transfer within the PHG Foundation.

## General

Other duties (consistent with the level of the post) may be assigned from time to time to achieve the team's objectives, either on a temporary basis or following mutually agreed changes to the job description.

The job holder will need to be flexible in their approach as to when their hours are worked; for example to accommodate short term peaks in workload or to represent the PHG Foundation at meetings out of normal office hours.

## Review

This job description will be reviewed after six months from the commencement of the post and not less frequently than annually thereafter.



# Person specification

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

## Education / qualifications

### Essential

Either:

- ◆ A good degree (2.1 or higher) in law (or a mixed law and humanities subject) and
- ◆ A postgraduate qualification, or equivalent experience in health, medical ethics, genetics or technology policy

Or:

- ◆ A good degree (2.1 or higher) in any subject from the humanities or sciences and
- ◆ A postgraduate qualification, or equivalent experience in law or regulation (or law and medical ethics) or a professional legal qualification

## Experience

### Essential

- ◆ Researching and evaluating legal, regulatory, ethical or governance issues
- ◆ Analysing and evaluating policy developments in healthcare and biomedical sciences and influencing policy processes
- ◆ Writing for a variety of media including peer-reviewed and professional journals, and presenting papers and posters at conferences, seminars etc.
- ◆ Working collaboratively as part of a multidisciplinary team

### Desirable

- ◆ Building productive relationships with stakeholders
- ◆ Line management

## Knowledge and skills

### Essential

- ◆ Knowledge of UK and international legal, regulatory and governance frameworks
- ◆ Excellent research and analytical skills

- ◆ A broad understanding of health policy issues including:
  - ◆ the social, political and regulatory environment
  - ◆ the role of relevant statutory and other bodies in the policy process
  - ◆ the implementation of innovations from biomedical research
- ◆ Excellent communication, presentation and influencing skills

### Desirable

- ◆ Specific expertise in medical law, medical device regulation or the regulation of AI and software
- ◆ An understanding of the broad concepts and policy context of genetics, genomics, cell and molecular biology and/or public health
- ◆ A broad understanding of data processing, sharing and governance
- ◆ A broad understanding of digital technologies and AI applications
- ◆ Knowledge of health policy and systems outside the UK
- ◆ Experience of communicating with the media
- ◆ Negotiation skills with practical expectation of what can be achieved
- ◆ Project / change management
- ◆ Experience of line management

## Personal qualities

### Essential

- ◆ High standards of professionalism and exercising sound judgement
- ◆ Self-motivated with an ability to take the initiative
- ◆ Excellent team work including ability to train / mentor colleagues
- ◆ Good problem solving skills
- ◆ Good personal organisation and an ability to meet deadlines / respond to unplanned events

# General information

## Pay

If recruited to the position of Senior Policy Analyst, the starting salary will be within the range of £40,990 - £56,270 pa, depending on skills and experience. The role is available on a full (37 hours per week) or part time basis (minimum 30 hours per week, with salary pro-rated accordingly).

If recruited to the position of Policy Analyst, the starting salary will be within the range of £36,080 - £45,360 pa, depending on skills and experience. The role is available on a full (37 hours per week) or part time basis (minimum 30 hours per week, with salary pro-rated accordingly).

## 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. However, please let us know if you require any special adjustments to be made should you be called for an interview.

## How to apply

The deadline for applications is 09:00 on Monday 30 June 2025.

Interviews will be held in person on either 14 or 15 July 2025. Let us know if you will not be available on either of those dates; 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 shortlisted/interviewed 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.

The PHG Foundation has a detailed data protection policy that keeps your information confidential in line with UK common law, Data Protection laws and the GDPR. Our privacy notice for job applicants can be found on our [vacancy webpage](#).



