



Role profile and qualifications

Job title: Policy Manager

Reports to: Director of Policy and Standards

Salary range: £35,000 - £40,000

Person Profile:

Essential

- Graduate with at least three years' experience in policy development and standards work in a similar related environment
- Experience working with European institutions and with complicated legal, regulatory, and policy issues that involve Brussels-based institutions and EU Member States
- Sound understanding of self-regulation, data protection and privacy, digital ethics and related policy areas.
- Excellent, persuasive verbal and written communication skills with ability to build effective internal and external relationships.
- Ability to research, analyse, interpret, summarise and present complex information in a systematic and coherent way.
- Strategic thinking skills with demonstrable ability to identify problems, and develop and recommend proportionate, innovative and pragmatic solutions.
- Self-motivated and confident team player.
- Ability to be flexible in a continually changing environment and evolving business objectives.
- Good IT skills, including the use of MS Office suite of programmes.

Desirable

- Experience or understanding of wider European and international policy environment for healthcare market research and analytics including adverse event reporting.



- Interest in ethical challenges and opportunities posed by rapidly developing technologies and research methodologies.
- Written and spoken fluency in French or German.



Job Description

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Reports to: Director of Policy and Standards

Job Rationale:

The post holder will be responsible for:

- Leading on the development, delivery and implementation of key standards initiatives in the research sector at the EU level and internationally
- Providing expertise on research industry codes, ethics, standards and guidelines, and on the enforcement of self-regulation for market, opinion and social research and analytics, and specialist healthcare research sectors
- Managing the standards activities of EphMRA, as an outsourced MRS resource, through research, drafting and advice on the EphMRA Code of Conduct
- Advising EphMRA members on achieving best practice in research and related activities by advising on interpretation and application of the EphMRA Code of Conduct
- To be MRS' expert on research and healthcare legal and ethical issues
- Coordinating the public affairs activities of the European Research Federation, EFAMRO, particularly standards and self-regulation initiatives as an outsourced MRS resource
- Developing policies and guidance to support the work of the MRS Policy Unit and the public affairs programme
- To support the Director of Policy & Standards in policy formulation and external representation

Principal Accountabilities

1. To develop policies and guidance to support the MRS public affairs programme:
 - prepare appropriate policy materials including written responses to consultation documents
 - liaise with relevant policy officials in central government and regulators
 - liaise with other Policy Units/representative bodies on topics of mutual interest
2. In liaison with the Director of Policy & Standards to manage the standards activities of EphMRA:
 - conduct research and draft revisions for the EphMRA Code of Conduct on an annual cycle;



- monitor data protection/GDPR related laws at the EU level and incorporate the requirements within the EphMRA Code of Conduct;
 - provide a written advice service to EphMRA members on the EphMRA Code of Conduct and related data protection/GDPR queries in a timely manner;
 - develop additional content on the EphMRA Code of Conduct for the EphMRA website including standards, ethics and support materials;
 - develop relationships with relevant EphMRA association contacts creating an effective MRS/EphMRA communication and information sharing network;
 - maintain liaisons on such matters with leading associations in non-European markets including members of the Global Business Research Network (GRBN).
3. To support the public affairs, communication and self-regulation activities of the European Research Federation EFAMRO:
- conduct research and draft revisions for the GDPR Research Code, as required;
 - promote the GDPR Research Code and its adoption by broad base of research organisations;
 - support EFAMRO members on the implementation of the GDPR Research Code;
 - draft EFAMRO best practice guidelines;
 - prepare written submissions and other representations (including face to face meetings) and engage with European data protection authorities and relevant European bodies and their members;
 - advise EFAMRO members on representations to be made to their own national governments/regulators;
 - circulate briefings derived from attending conferences, meetings etc.;
 - provide a written advice service on these matters to associations in membership of EFAMRO;
 - manage the content of EFAMRO's external communications via the EFAMRO website and social media platforms; and
 - liaise with other research bodies, such as ESOMAR, as advised by the EFAMRO Director of Policy and Communications
3. Keeping up to date on developments and acquiring, collating, organising and disseminating information relevant to market, social and opinion research, including those from organisations such as:
- British Healthcare Business Intelligence Association (BHBIA)
 - International Chamber of Commerce (ICC)
 - ESOMAR
4. Keeping informed, acquiring, collating, organising and disseminating data on legal and other developments (at both UK and European level) on such issues as:



- data protection/GDPR
 - digital ethics
 - digital and marketing communications
 - consumer protection
 - distance selling
 - freedom of information
 - others as the need arises
5. Representing MRS (and EFAMRO or EphMRA) at external meetings across the UK and in the EU travelling, as required from time to time.
6. Any other reasonable duties as may be requested and assigned from time to time.

June 2018