Faculty of
Pharmaceutical Medicine

Advancing the science and practice of pharmaceutical medicine for the benefit of the public

PERSON SPECIFICATION

Position: Policy Manager

Date: October 2025

REQUIREMENTS	Essential	Desirable	Application/ Interview
Education			
Degree-level education or equivalent professional experience	✓		Application
Postgraduate qualification in a relevant field (e.g. public policy, health policy, pharmaceutical sciences, public health)		✓	Application
Evidence of ongoing professional development		✓	Application / Interview
Experience and attitude			
Experience in policy development, public affairs, advocacy, or stakeholder engagement within health, life sciences, government, or related sectors	✓		Application/ Interview
Proven track record of building and maintaining strategic relationships with external stakeholders (e.g. government, regulators, industry, academia, NGOs)	✓		Application/ Interview
Experience of contributing to or leading consultation responses, policy briefings, or white papers	✓		Application/ Interview
Experience working with or within membership organisations, professional bodies, or charitable organisations		✓	Application/ Interview
Experience of engaging with parliamentary processes, including All Party Parliamentary Groups or select committees		✓	Application/ Interview
Experience of organising policy-focused events, workshops, or conferences.	✓		Application/ Interview
Collaborative and inclusive approach, with a commitment to equality, diversity, and inclusion	✓		Interview
Strategic, solutions-focused mindset with the confidence to work autonomously and proactively	✓		Interview
Knowledge			
Strong understanding of UK health policy and the life sciences sector, including the roles of key institutions, regulators, and decision-makers		✓	Application / Interview
Awareness of international policy landscapes in pharmaceutical medicine and life sciences		✓	Application / Interview
Understanding of parliamentary processes and how professional bodies can engage with them		✓	Interview
Familiarity with the principles of good governance and the operation of committees and working groups	✓		Interview
Knowledge of public affairs, media, and advocacy strategies in a healthcare context	✓		Application / Interview
Skills			

Excellent written and verbal communication skills, including the ability to produce high-quality policy documents, consultation responses, and briefings	✓		Application / Interview
Strong relationship-building and influencing skills, with the ability to engage credibly with senior stakeholders	✓		Interview
Analytical and strategic thinking skills, with the ability to interpret complex information and translate it into actionable policy positions	✓		Interview
Excellent organisational skills, with the ability to manage multiple priorities and deadlines	✓		Application / Interview
Confidence representing an organisation externally at high-level meetings, events, and consultations	✓		Interview
Digital literacy, including experience with collaborative platforms and maintaining centralised records or policy databases	✓		Application / Interview
Ability to innovate and streamline processes to improve efficiency and impact	✓		Interview