



CANDIDATE PACK FOR DIRECTOR, IMPERIAL POLICY FORUM

IMPERIAL



WELCOME

Thank you for your interest in the Director, Imperial Policy Forum at Imperial College London.

Imperial is a global top ten university with world-changing impact, a unique history, and magnificent track record of achievements. Our dedicated staff are constantly generating and harnessing new knowledge and technologies to make our world healthier, smarter, safer and more prosperous and sustainable. Imperial's research is defined by its internationalism, innovation and impact - two-thirds of our research involves an international collaborator, spanning more than 130 countries.



Imperial has a longstanding history of influencing and informing evidence-based policy across science, technology, engineering, medicine, and business (STEMB). Challenges like climate change, future energy supplies, antibiotic resistance and national security can only be tackled by bringing together highly collaborative, multidisciplinary teams and a commitment to excellence in all of these underpins everything we do. The role of Director, Imperial Policy Forum, a newly-created post, presents us with an unparalleled opportunity to shape policy, ranging from leveraging emerging technologies for human and planetary health, to addressing the ethical implications of artificial intelligence and automation, or equitable access to sustainable energy solutions.

This is a significant and influential position at the heart of Imperial. The Director, Imperial Policy Forum will lead academic policy engagement across the university, heading the Imperial Policy Forum, and aligning Imperial's world-leading research and innovation with pressing policy challenges. Working closely with the university's four new Schools of Convergence Science in Human and Artificial Intelligence, Health and MedTech, Sustainability and Space, and Security and Telecoms, and supporting policy engagement activity for the Centre for Sectoral Economic Performance (CSEP), they will position Imperial as a global leader in addressing key policy challenges. Ultimately, the Director will ensure that the university's research not only advances science but also delivers tangible societal impact.

The postholder will be an accomplished policy specialist with a track record of policy influence and political impact, able to drive engagement with policymakers, industry leaders, and international institutions to translate cutting-edge research into actionable policy solutions. Established as a leader and able to build and manage diverse teams across complex organisations, candidates will possess excellent interpersonal skills, a strong presence with senior stakeholders and the ability to build productive and influential partnerships across a wide range of stakeholders, including our talented and committed teams. A strategic vision and ability to navigate complex policy landscapes will be essential to strengthen Imperial's reputation as a global leader in science policy.

If you believe you have the personal qualities, skills and experience we are looking for, we very much look forward to hearing from you.

Amanda Wolthuizen
Vice-President (Strategic Engagement)



ABOUT US

Welcome to Imperial, a world-leading university for science, technology, engineering, medicine and business (STEMB). We were founded in 1907 with a mission 'To be useful' – but we know that before anyone can usefully change something, they first need to understand it.

That's what we do here: We use science to try to understand more of the universe and improve the lives of more people in it. Sometimes that understanding arrives in big leaps and breakthroughs, sometimes over generations, or even in failure. There are no shortcuts to progress, only good science.

At Imperial, we are deeply engaged in the central forces that are shaping the future. The research and innovations we produce are right now helping to navigate some of the world's toughest challenges in global health, climate change, AI, business leadership and more.

Our work impacts the world, and our community reflects it, brought together by the incredible gravitational pull of London's energy, economy and opportunity. Here, you'll find a welcoming and diverse home for everyone who believes in the power of science to build, to heal and to lead.

How 'to be useful'? At Imperial, it is to combine exceptional teaching, world-class facilities and a habit of interdisciplinary practice to unlock scientific imagination. To chase the truth, then apply it for the good of all.

OUR STRATEGY – SCIENCE FOR HUMANITY

All we have achieved, and all we can imagine

Our strategy, Science for Humanity, is unashamedly ambitious in seeking to maximise Imperial's potential as a force for good in the world.

It builds on the University's strong disciplinary foundations, highly collaborative and collegial culture, passion for innovation, proven convening power, extensive global partnerships, incredible network of alumni, friends and supporters and world top ten rankings.

Our strategy highlights a number of cross-institutional initiatives that will consolidate our position among the world's leading institutions tackling global grand challenges.

As part of this new strategy we will create four new cross-institutional **Schools of Convergence Science** to bring intense focus, interrogation and research impact to the emergent forces shaping our future at an unprecedented scale: (1) climate, energy and sustainability; (2) human and artificial intelligence (AI); (3) health, medtech and robotics; (4) space, security science and telecommunications

But before we can usefully change the world, we must first seek to understand it. Our strategy engages with, and animates, this foundational idea: that Imperial's shared purpose is one of inquiry and action. A scientific mindset that encourages imagination celebrates precision, demands patience, insists on humility, rewards accidents, steels our backs and makes us brave.

Our Strategy is available online [here](#)

IMPERIAL IN NUMBERS

- More than 23,000 students and 8,000 staff from 150 countries
- 250,000 alumni in 213 countries
- Annual income of £1.27bn, including research income of more than £500m
- 2nd best University in the World, QS World University Rankings (1st in the UK and Europe)
- Top in the UK for research quality, REF 2021
- Guardian University of the Year 2023
- TEF Gold Award 2023

IMPERIAL LOCATIONS

Imperial's main campuses are located in South Kensington and White City. The University has six other locations in London, largely medically oriented, at Charing Cross, Chelsea and Westminster, Hammersmith, Northwick Park, the Royal Brompton, and St Mary's hospitals. The University also has a campus at Silwood Park near Ascot, focusing on ecology, evolution, and conservation.

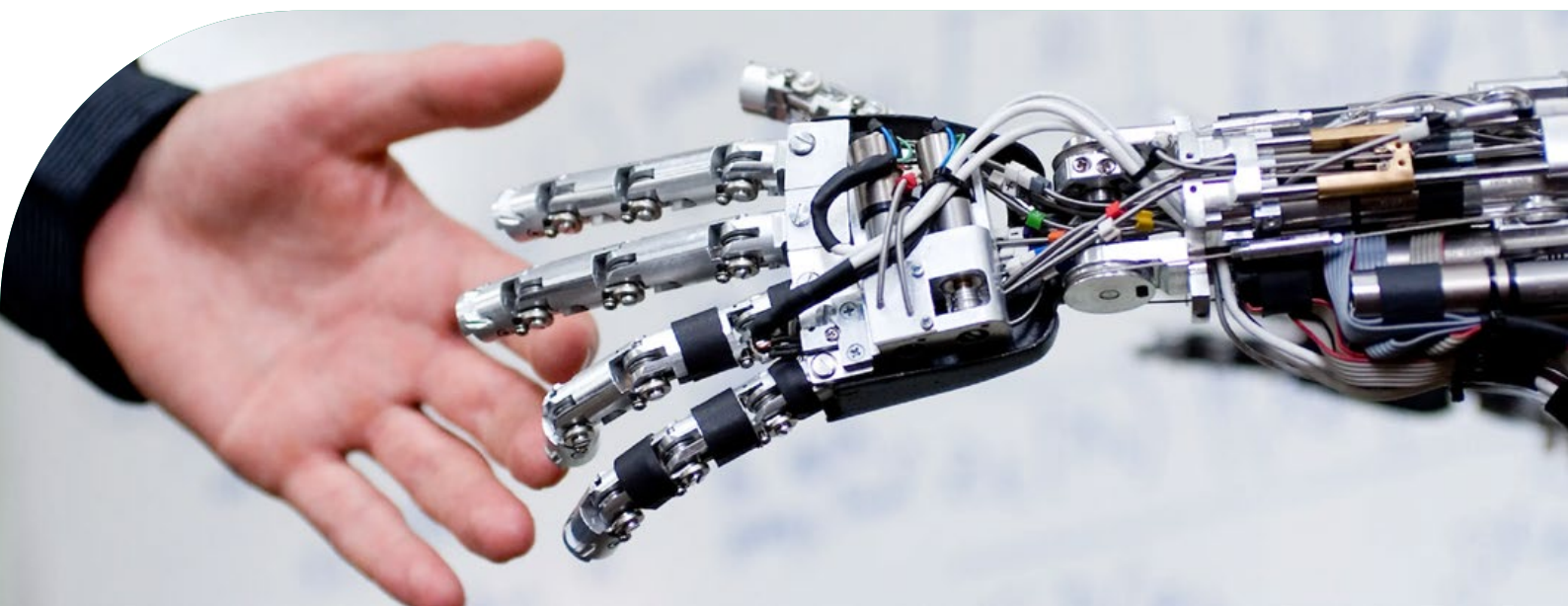
The South Kensington Campus is the historical locus of the University, with the majority of undergraduate teaching taking place here, among the Engineering, Natural Science and Business School Departments.

Imperial is strengthened here by proximity to other world-leading academic institutions, including the Royal Colleges of Art and Music, as well as globally recognised cultural institutions such as the Victoria and Albert Museum. Our Enterprise Laboratory supports our students to become entrepreneurs, one of the distinctive features of an Imperial education.

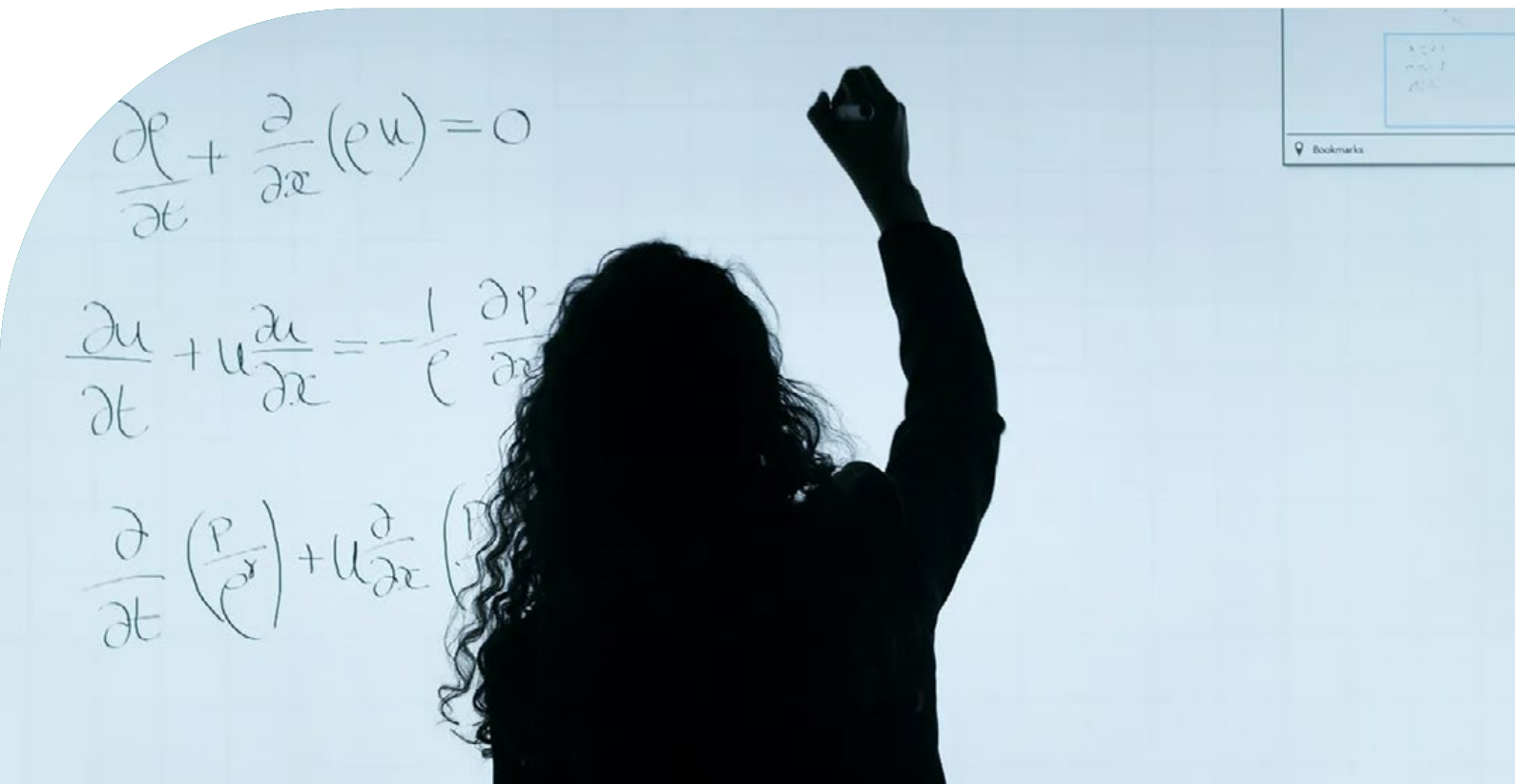
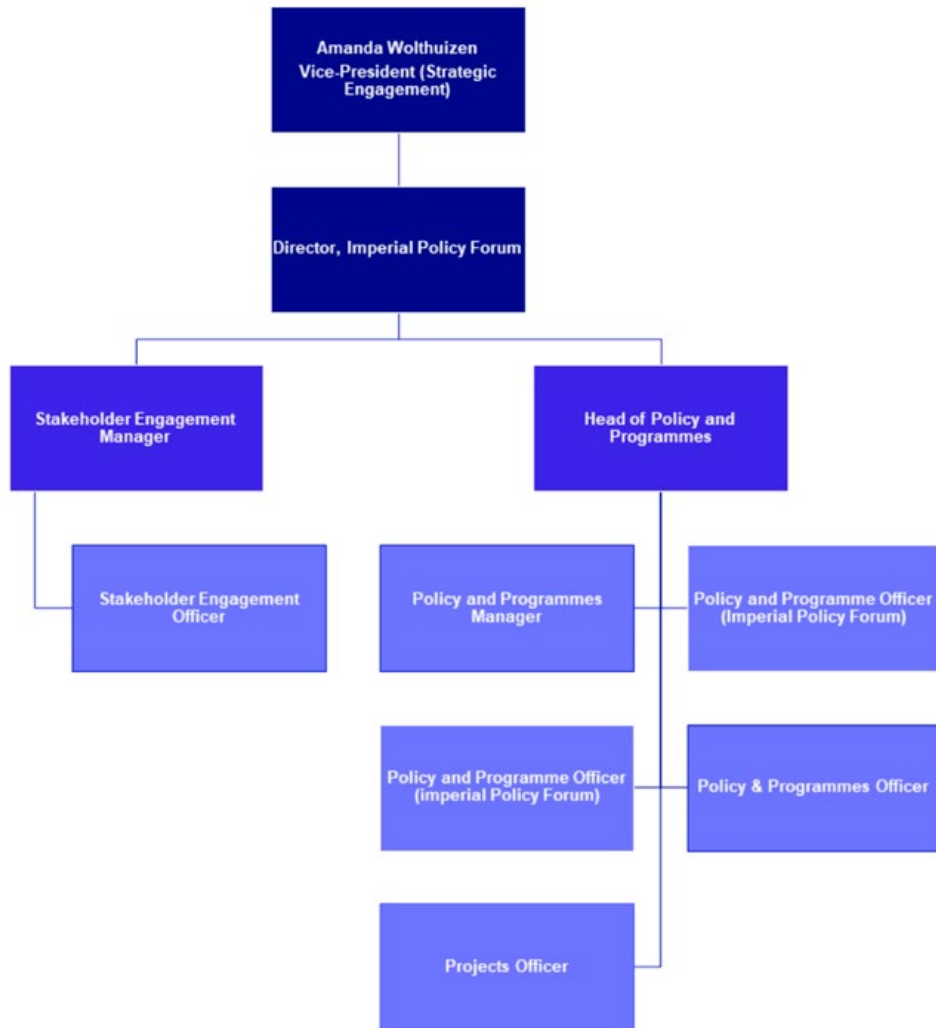
The White City Campus is Imperial's 20-acre development in West London, a planned £2 billion investment that brings together distinguished researchers, businesses, and partners from academia to work, share ideas, and turn cutting-edge research into benefits for society.

The campus is located in the heart of White City and constitutes an important part of the Imperial WestTech Corridor, stretching from our eco-campus in Ascot through to Paddington and South Kensington, via the Old Oak Development and our White City Deep Tech Campus all clustered around the world-leading centre of research excellence. Over the coming years, the Corridor will position Imperial at the heart of a thriving innovation eco-system.

Imperial is also a global institution. The University established a medical school, the Lee Kong Chian School of Medicine, in partnership with Nanyang Technological University, in Singapore in 2013. We also have many highly successful academic collaborations with institutions around the world, ranging from digital diagnostics for Malaria with partners across West Africa, to zero pollution technology research with Massachusetts Institute of Technology (MIT) in Boston and AI, healthcare and robotics applications with TU Munich.



POLICY TEAM (STRATEGIC ENGAGEMENT DIVISION)



JOB DESCRIPTION

Job title:	Director, Imperial Policy Forum
Reports to:	Vice-President (Strategic Engagement)
Direct reports:	Head of Imperial Policy Forum, Stakeholder Engagement Manager (Centre for Sectoral Economic Performance), Imperial Policy Forum Training Lead
Key working relationships (Internal):	Academic staff, University Management Board members, Faculty leadership, Strategic Engagement Division, Research Office, Enterprise, Advancement, Communications
Key Working Relationships (External):	Government, civil service, Parliament, think tanks and policy organisations in Westminster, industry partners, third sector

ROLE PURPOSE

This is an unparalleled opportunity to shape policy, ranging from leveraging emerging technologies for human and planetary health, to addressing the ethical implications of artificial intelligence and automation, and ensuring equitable access to sustainable energy solutions.

Imperial, ranked among the global top ten universities, has a longstanding history of influencing and informing evidence-based policy across science, technology, engineering, medicine, and business (STEMB).

The Director will lead academic policy engagement across the university, aligning Imperial's world-leading research and innovation with pressing policy challenges. By driving strategic policy initiatives, the Director will position Imperial at the forefront of addressing global issues, ensuring that the university's research not only advances science but also delivers tangible societal impact.

This role will lead the Imperial Policy Forum, with a focus on establishing it as a recognised leader in applying STEMB to policy and innovation challenges. The Forum uses the latest evidence from Imperial's academics to inform current policy conversations, working closely with the university's four new Schools of Convergence Science in Human and Artificial Intelligence, Health and MedTech, Sustainability and Space, and Security and Telecoms.

Additionally, the Director will support the policy engagement activity for the Centre for Sectoral Economic Performance (CSEP), a dynamic centre dedicated to developing science and technology-based industries that drive growth, productivity, and innovation. CSEP brings together the UK's leading engineers, scientists, and economists with industry to co-design globally competitive sectoral strategies that contribute to UK growth.

In this role, the Director, Imperial Policy Forum will also play a critical part in advancing Imperial's global reputation for high-impact science and technology research, in support of the university's Science for Humanity Strategy, while developing a framework for science policy engagement at major international fora, including UNGA, COP, G7, and relevant summits on key policy areas such as AI, Quantum, and Clean Technology.

MAIN RESPONSIBILITIES

Strategy

- Lead the development and implementation of Imperial's strategic approach to science and technology policy, ensuring alignment with the university's Science for Humanity Strategy.
- Position Imperial as a global leader in addressing key policy challenges related to human and planetary health, AI, automation, sustainable energy, and other critical areas of innovation.
- Develop a comprehensive strategy for the growth and impact of the Imperial Policy Forum, positioning it as a global leader in the application of STMB research to pressing policy and innovation challenges.
- Lead the creation and execution of a long-term policy engagement plan for the Centre for Sectoral Economic Performance, ensuring its strategies effectively foster the development of science and technology-based industries that drive growth, productivity, and innovation within the UK and internationally.
- Establish clear objectives and outcomes for the Imperial Policy Forum, aligning with broader global and national policy agendas, including key areas like AI, clean technology, and sustainable development.
- Monitor and evaluate the impact of the Imperial Policy Forum, ensuring the strategy remains responsive to evolving global challenges and contributes effectively to shaping policy in critical areas.
- Develop strategies to engage key stakeholders, including policymakers, industry leaders, and international institutions, to enhance the visibility and influence of the Policy Forum and CSEP.
- Develop and oversee a framework for science policy engagement at major international fora, including UNGA, COP, G7, and relevant summits on AI, Finance for Development, Quantum, and Clean Technology.

Academic and science policy engagement

- Develop and oversee effective advocacy strategies that ensure Imperial's world-leading research is recognised and used as evidence for policy across all relevant policy portfolios of local, national and international policymakers.
- Drive Imperial's involvement in high-profile policy discussions, translating academic insights into actionable policy recommendations.
- Develop and oversee effective mechanisms to engage the Imperial research community in these activities, including through ensuring appropriate policy development processes across the community.
- Developing and implement mechanisms to feed in programme outputs into formal research impact evaluation mechanisms, such as the REF.

Capacity building

- Build internal capacity for science policy engagement across the university, fostering cross-departmental collaboration to integrate research into policy development.
- Support academic staff in developing their skills and knowledge in science policy, ensuring Imperial's research has maximum impact on societal challenges.
- Oversee the Imperial Policy Forum external capacity building programmes, such as policy training and Fellowship programmes, working closely with the Head of Imperial Policy Forum.
- Build organisational capacity to work with a wide range of partners to increase reach and impact.

Communications

- Develop and lead the external and internal communications strategy for Imperial's science policy engagement, including disseminating policy briefs, reports, and other communication materials to inform and influence policy decisions externally as well as comprehensive internal communications to ensure Imperial's research community is aware of relevant activities. This will include utilising existing communications channels such as the dedicated websites, social channels and newsletters, working with Imperial's Communications Division as appropriate.

Development and partnerships

- Foster and expand partnerships with governments, international organisations, think tanks, and industry leaders to strengthen Imperial's policy engagement efforts.
- Develop strategic alliances to enhance the university's influence in international policy forums and contribute to collaborative policy initiatives.
- Develop and expand external sources of revenue for Imperial's science policy engagement, including through leading large-scale fundraising bids consistent with Imperial's position as a globally leading university and working with internal colleagues as appropriate.

Organisational leadership

- Lead a core team in the Strategic Engagement division to successfully advocate for the use of Imperial's research as policy evidence.
- Work with relevant colleagues across the university to ensure effective policy engagement across the organisation and the research community.

QUALIFICATIONS

- **Education:** Degree related to public policy, a relevant scientific discipline or a related field.
- **Experience:** Experience in policy making and/or influencing, including leadership roles.
- **Skills:** Strong analytical, communication, and interpersonal skills. Proven ability to influence and negotiate with diverse stakeholders.
- **Knowledge:** Deep understanding of the policy landscape, including regulatory and legislative processes.

PREFERRED QUALIFICATIONS

- Experience working with government agencies, non-profits, or academic institutions.
- Demonstrated success in leading policy initiatives and achieving measurable outcomes.
- Strong network within the policy community.
- Proven track record in fundraising and development, including securing grants and building donor relationships.



PERSON SPECIFICATION

Requirements

Candidates/post holders will be expected to demonstrate the following:

Essential (E)/
Desirable (D)

EDUCATION

- Educated to degree level (or equivalent) (E)

EXPERIENCE

- Experience of working in a policy/public affairs environment, including in leadership roles (E)
- Experience of developing and delivering political/policy engagement programmes or campaigns (E)
- Track record of building and managing diverse teams and effectively leading initiatives across complex organisations, delivering successful outcomes through others and outside of direct reporting lines (E)
- Track record of policy influence and political impact (E)
- Experience of building productive partnerships with a wide range of partners, including academics, government, industry and charitable partners, to deliver increased impact and reach (E)
- Experience of leading a range of communications activities, targeted at a range of audiences including policymakers (E)
- Experience of development and fundraising, securing contributions consistent with programmatic strategy and organisational standing (D)

KNOWLEDGE

- Knowledge of the policy making process and the workings of government (E)
- A network of contacts both within and outside government (E)
- An understanding of the interaction between research and policy, and of the policy areas where this interaction is most crucial (D)
- Excellent political influencing knowledge (E)
- Solid grasp of financial management and oversight (E)
- An understanding of the HE sector and its role within society (D)
- An interest in science and scientific research, particularly in relation to policy (D)

SKILLS & ABILITIES

- Strategic ability and sound political judgment (E)
- Ability to work effectively with high-profile senior researchers and academics as well as high-profile external partners (E)
- Exceptional leadership and management skills (E)
- Ability to navigate considerable ambiguity with diplomacy and tact, securing positive outcomes (E)
- Excellent standards of accuracy, consistency, and attention to detail (E)
- Excellent networking and stakeholder management skills (E)
- Ability to anticipate, analyse and mitigate reputational risks and resolve problems effectively (E)
- Ability to take the initiative and manage a demanding workload of both self and others (E)

TERMS OF APPOINTMENT

SALARY

Competitive Salary

CONTRACT TYPE

Full time, open ended

LOCATION

South Kensington Campus, London, SW7 2AZ.

This is a hybrid role, which can be performed through a combination of remote working (UK only) and working onsite.

Staff working in roles that are suitable for hybrid working will normally be expected to work 60% of their time onsite.

Hybrid work patterns will vary across the College and there will always be the need for flexibility from individuals to ensure operational requirements continue to be met and the delivery of work is maintained. Hybrid workers may be required to work onsite for a greater or lesser number of days in any given week, as operational requirements fluctuate and change.

REWARDS AND BENEFITS

For details of our employee benefits [click here](#).

ADDITIONAL INFORMATION

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

Respect
Collaboration
Excellence
Integrity
Innovation

Employees are also required to comply with all Imperial policies and regulations.

Imperial believes that the use of animals in research is vital to improve human and animal health and welfare. Animals may only be used in research programmes which are ultimately aimed towards finding new treatments and making scientific and medical advances, and where there are no satisfactory or reasonably practical alternatives to their use. Imperial is committed to ensuring that, in cases where this research is deemed essential, all animals in our care are treated with full respect, and that all staff involved with this work show due consideration at every level. [Find out more about animal research at Imperial](#).

EQUALITY, DIVERSITY, AND INCLUSION

As a leading institution in the heart of London, Imperial College proudly upholds a longstanding commitment to equality, diversity, and inclusion. Valuing the diversity of our community is one of the four cornerstones of our strategy and we further inclusion and equality through numerous formal and informal practices across our institution.

Our aim is to embed equality, diversity, and inclusion into all our work at Imperial. We take pride in our declared mission “to achieve enduring excellence in research and education in science, engineering, medicine, and business for the benefit of society.” This reflects our civic role as a repository for knowledge and culture, as an institution that fosters independent and critical reflection, and as an agent of positive societal change.

As a university, we are defined by our community of staff and students. Therefore, we will only succeed in our mission by cultivating an environment that respects, supports, and celebrates all the people who come to Imperial, enabling them to enrich the world and their own lives through work and study.

Why embracing equality, diversity, and inclusion matters:

In order to ask the right questions and come up with useful answers we need to harness the best minds across the broadest perspectives. Our community therefore needs to be diverse, inclusive, and based on equality.

Embracing equality, diversity, and inclusion is not simply a matter of complying with the law, though clearly, we are bound by its provisions.

Nor is it simply a matter of social justice, though as a public institution, it is absolutely right that we should strive to be representative of the society we serve. Nor is it an alternative to traditional notions of excellence.

You can read more about our commitment on our webpages.



HOW TO APPLY

We hope you will consider making an application to become our new Director, Imperial Policy Forum. To make an application, please go to <https://starfishsearch.com/jobs/icl-dir-imp-pol-forum/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Monday 31st March 2025
Preliminary interviews:	w/c Monday 7th and w/c Monday 14th April 2025
Final Panel interviews:	Wednesday 30th April 2025

