# Candidate information pack: Head of Health Insights & Policy

## Context & Purpose

The core purpose of this role is to enable MRF to achieve its goals through improved meningitis health insights and change in policy.

The Head of Health Insights and Policy also plays a key role in enabling research, an enabling research environment, health professional guidance and the creation of associated activity and resources. The post-holder is a thought-leader on meningitis or aspires to this if seeking their first senior management role after good experience within a health analysis environment. An network amongst international research, clinical and public health communities would be an advantage.

The role is a key member of the senior management team reporting to the Chief Executive. The post-holder works especially closely with the Health Insights, Policy & Disease Information manager and Head of Research.

The role is also very close to people and families as it also provides guidance to support teams working directly with families affected. Working with colleagues, the holder acts as a guardian of MRFs intellectual integrity and cements our reputation as an evidence-led organisation in the UK and around the world.

This is a highly demanding role and includes leading our work on the Meningitis Progress Tracker which is now used around the world to find high quality data on meningitis in one place. It requires the need to keep up to date with latest research; write and oversee the production of in-house thought-leadership papers; provide evidence and content for informed public affairs, advocacy and communications work; and take part in media and advocacy work.

## Reports to

This role reports to the Chief Executive and manages the Health Insights, Policy and Disease Information Manager.

## Responsibilities

* Work with the Head of Research to develop, implement, monitor and report on the success of the department strategy and input to organisation wide strategy as part of the SMT, including a specific approach to insights and policy and what this means to MRF
* Working with the Health Insights, Policy and Disease Information Manager, lead on the strategic framework of the Meningitis Progress Tracker to ensure the integrity of the tool as an accurate and up to date representation of meningitis related data for monitoring progress against the disease and use of the data for advocacy.
* To oversee the development and maintenance of the content of the Meningitis Progress Tracker as a global monitoring and communication tool for the World Health Organization (WHO) global roadmap for meningitis.
* Lead, write, develop, and support the production of MRF policy and policy papers of relevance to MRFs strategy.
* Work with theHealth Insights, Policy and Disease Information Manager on undertaking policy horizon scanning and identifying UK based policy issues which may impact the vision and mission of MRF.
* Lead on the development of suitable insights and evidence for use in policy, advocacy, and communications work in collaboration with the Director of Communications and Engagement and Advocacy Manager. This includes leading on all aspects of thought leadership using the Meningitis Progress Tracker.
* Represent MRF on relevant sector bodies and working groups; present to high level external stakeholders about our work; represent beneficiaries of our work to various bodies including national and international health bodies; industry; researchers, public health officials and civil society representatives; deputising for CEO as required.
* Consultations: working with the Health Insights, Policy and Disease Information Manager lead on the identification of health and public health related consultations requiring a response from MRF and work closely with the Director of Communications and Engagement to develop and submit suitable responses.
* Be a senior MRF representative at key events, including seeking opportunities to present latest in-house research and projects.
* Oversee the development and coordination of new opportunistic key events and meetings that support our goals.
* Work with the Health Insights, Policy and Disease Information manager, oversee and comment on the development of new and updating existing resources, content (online and offline), fact sheets, website, training materials and courses for health professionals and public based on latest evidence and research.
* As required, provide disease knowledge and guidance to teams across MRF and especially the Support team to ensure MRF is communicating appropriately about the disease to all relevant audiences.
* Recruit, retain and develop a high-performing team in accordance with the strategy, operating plans and values of the organisation.
* Report quarterly to CEO on performance of the department and prepare papers and presentations as required for sub-committee and full Board meetings; represent the Directorate at the Board meeting as required; report monthly to the SMT on the performance of the Directorate against agreed Key Performance Indicators.
* Draft and recommend an annual budget and operating plan for Health Insights and Policy work; monitor and report on implementation throughout the year; liaise with the Director of Finance and Administration to ensure accurate and timely production of management accounts; input to development of other departments; and uphold the financial policies and procedures of the charity.
* Be an active member of the senior management team, supporting other departments and teams to achieve their goals and helping to communicate progress of the charity with staff and volunteers.

## Experience

Experience is sought in the following areas:

* Use of audience insights and product analytics to shape and inform product development.
* Product management analogous to the Meningitis Progress Tracker using data analytics tools such as e.g Tableau or Power BI.
* Relevant networks in health insights/research and academic community in UK and internationally.
* Experienced public speaker with recent exposure to being a spokesperson on topics related to your role, including on event panels and in the media (radio, print and TV).
* Technical supplier selection and management.
* Senior external stakeholder management.
* Strategy development and implementation.
* Representation or accreditation with or on a professional body relevant to the area of subject expertise.
* Budget management experience
* Have presented to Boards/Senior stakeholders internally and externally on multiple occasions.
* A second European language, ideally French or Spanish, desirable.

## Location

Remote or hybrid in Bristol office.

## Annual salary

£50,000 p/a FTE including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

## Contract Type

Two-year fixed term. This post is currently funded from reserves. If funding allows, the post could be made permanent following the end of this contract.

## Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

## Annual Leave

30 days + statutory & public holidays. The Charity’s holiday year runs from 1st April to 31st March.

# About Meningitis Research Foundation (MRF)

Over the past 30 years MRF has developed into the world’s leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.  
  
Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.  
  
To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership, the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.  
  
Our flagship work includes:

* Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](https://www.who.int/initiatives/defeating-meningitis-by-2030).
* Running the [Confederation of Meningitis Organisations](https://www.comomeningitis.org/) (CoMO) which represents over 120 like-minded members in more than 50 countries.
* Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](https://www.meningitis.org/mpt), now used over 50,000 times in more than 100 countries.
* Co-leading on the advocacy and engagement pillar of the new global road map with UNICEF.
* Providing a secretariat support function for the [Global Meningitis Genome Partnership](https://www.meningitis.org/global-meningitis-genome-partnership) building on the establishment of the Global Meningitis Genome Library.
* Delivering an internationally renowned [research conference](https://www.meningitis.org/healthcare-professionals/conferences-and-symposia/mrf-conference-2019) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
* [Funding research](https://www.meningitis.org/research-projects) into meningitis, especially related to genomics and the lifetime impact of meningitis.
* Providing a world class website and support service that has over 2 million uses each year.

We are currently a medium sized charity with around 30 staff and an average of £2-£3milion income each year but with a belief that there is potentially to grow from this historic base using the potential of the new global roadmap and our increased UK and international profile.

# Our values

Our values are extremely important to us and mean far more to us than words on a page.

## We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

## We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

## We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

## We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

## We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we’ve gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

## We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it’s providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. If these are not your values, we encourage you to seek work with another employer whose values better match yours.

More information can be found on the MRF [website](https://www.meningitis.org/) here.

# About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher [risk](https://www.meningitis.org/meningitis/are-you-at-risk) than others.

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is difficult to distinguish from meningitis) are the world’s second biggest infectious killer of children aged under 5. They kill more under 5’s than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say “Please make sure no one else has to go through what we have”.

# Application process

All candidates are requested to submit a letter stating why you think you are suitable for this role and an accompanying CV.

Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation.

**The final closing date for completed applications is 5pm GMT on Friday 16 June. Interviews will take place on Wednesday 28 June.** First interviews are planned to take place in person in Bristol and candidates should be prepared to travel if necessary to attend this interview. Travel expenses will be reimbursed and candidates with individual travel, access or disability support requirements are encouraged to communicate their needs to enable appropriate support to be provided to ensure access to interviews.

**If successful at a first interview a second interview would take place via MS Teams with the CEO and members of the Trustee Board on Friday 7 July.**

If you have any questions or would like to discuss the role further please contact Vinny Smith [vinnys@meningitis.org](mailto:vinnys@meningitis.org)

Please return application forms via e-mail to [vinnys@meningitis.org](mailto:vinnys@meningitis.org)

MRF is committed to safeguarding, and any advertised role will require references and confirmation of your identity will be undertaken. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.