CANDIDATE INFORMATION PACK

Policy Research Officer

Closing date: 5pm, 18.12.2022

This pack includes:

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For more information about the organisation please visit our website: www.wcrf.org
WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, Netherlands and Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf.org.

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,

Human Resources
VALUES

EVIDENCE BASED
We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.

INCLUSIVE
Everyone counts – we value, respect and trust each other.

INFLUENTIAL
We are collaborative, engaged and focused on maximising impact in all that we do.

INNOVATIVE
We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.

EMPOWERING
We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.
ABOUT THE ROLE

We are seeking a Policy Research Officer who will be responsible for supporting the supporting policy analysis activities and deliverables of the EU Commission’s Horizon 2020 project – Confronting obesity: co-creating policies with youth - working towards ending childhood obesity in Europe.

Who you will be working with:
You will be working with World Cancer Research Fund International’s Policy and Public Affairs team who works at the global level to encourage the adoption of effective policies to prevent cancer and other non-communicable diseases through healthier diets and body weight and more physical activity.

World Cancer Research Fund International’s Policy and Public Affairs Department

What we are looking for:

- Experience and technical competence in understanding and analysing public policy interventions and policy actions, including sourcing, reviewing, and assessing policy documents or legislation
- Experience of writing for an external audience, such as reports and policy briefs
- Ability to synthesise complex information from a range of sources
- Excellent communication skills, with the ability to communicate effectively, both verbally and in writing
- Excellent inter-personal skills and ability to develop good working relationships with colleagues and external stakeholders
# JOB DESCRIPTION

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<tr>
<th><strong>Job title</strong></th>
<th>Policy Research Officer</th>
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<tr>
<td><strong>Department</strong></td>
<td>Policy and Public Affairs</td>
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<td><strong>Reporting to</strong></td>
<td>Policy Research Manager</td>
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<td><strong>Contract</strong></td>
<td>3 months full time (Jan-March 2023)</td>
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<td><strong>Location</strong></td>
<td>London N1 9FW (hybrid working - 2 days/week at the office). A fully virtual arrangement will be considered, but this position is only open to UK based candidates.</td>
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<tr>
<td><strong>Hours</strong></td>
<td>37.5 hrs per week – full-time</td>
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<td><strong>Salary</strong></td>
<td>FTE: £23,000 per annum pro rata</td>
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## Department description

WCRF International’s Policy and Public Affairs Department works at the global level to encourage the adoption of effective and evidence-informed public health policies to prevent cancer and other non-communicable diseases. Our work ultimately aims to help people meet the WCRF International Cancer Prevention Recommendations.

## Main purpose of the role

The Policy Research Officer will be responsible for taking forward specific activities and deliverables of the EU Commission’s Horizon 2020 project – *Confronting obesity: co-creating policies with youth* - working towards ending childhood obesity in Europe. The Policy Research Officer will focus on the Department’s Evidence for Policy work, in particular through benchmarking and analysis of policies in the NOURISHING and MOVING policy databases, supporting the development of relevant publications and policy briefs on issues related to diet, weight and physical activity and providing logistical support on dissemination activities associated with these publications. The Policy Research Officer will work closely with the Policy and Public Affairs Officer and the Policy and Public Affairs Manager.

## Main duties and responsibilities

### A Delivery of key EU Project outputs

1. Apply the NOURISHING and MOVING benchmarking tools on policies from up to 30 European countries using data available in the NOURISHING and MOVING policy databases
2. Analyse benchmarking findings and support the development of country cards assessing the ‘policy status’ of selected countries in areas of physical activity and healthy diets
3. Support the validation of country cards findings with country experts
4. Support the development of two policy briefs presenting the policy benchmarking findings and policy index outputs

### B Help communicate our work globally

1. Liaise with the Communications Department around general communications and social media engagement for the launch of two policy briefs presenting the benchmarking findings and provide logistical support for two launch webinars in March 2023
2. Support in the preparation of material for dissemination of policy index findings at conferences

### C Other general support

1. Any other duties and responsibilities relevant to the role
2. Ensure all actions undertaken comply with the current General Data Protection Regulations (GDPR 2018)
# PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job. The attributes below are essential unless specified.

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<tr>
<th>Experience</th>
<th>Experience of sourcing, scanning for, reviewing, assessing and analysing policy documents or legislation</th>
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<td>Experience of writing for an external audience, such as report and policy briefs</td>
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<td>Experience of reviewing, assessing and/or evaluating the impacts of public policy actions</td>
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<td>Experience of working with communications and social media activity <em>(Desirable)</em></td>
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<td>Experience of working in/with policy development and implementation within a European context <em>(Desirable)</em></td>
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<tr>
<th>Knowledge and technical skills</th>
<th>Technical competence in understanding and analysing public policy interventions or policy actions</th>
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<td>Computer literate with experience of using MS office (Teams, Word, Excel, Powerpoint and databases)</td>
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<td>Experience of working with databases and the development of web platforms <em>(Desirable)</em></td>
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<td>Knowledge of food and physical activity policy as it relates to health and/or young people <em>(Desirable)</em></td>
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<td>Working knowledge of languages other than English, preferably Spanish (or another official UN language) <em>(Desirable)</em></td>
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<th>Personal attributes</th>
<th>Ability to produce concise, well-constructed written communications coupled with the ability to present verbally in a clear and persuasive manner, with all communications tailored to the needs of the audience</th>
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<td>Ability to synthesise complex information from a range of sources</td>
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<td>Ability to organise self, prioritise varied workloads with conflicting deadlines, plan effectively and work to tight deadlines, with a keen eye for details and accuracy, anticipating problems and identifying solutions</td>
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<td>Ability to achieve a high output while maintaining a high level of quality, demonstrating patience and perseverance when faced with setbacks and problems</td>
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<td>Ability to work proactively and independently as well as in a team to deliver a high standard of support to the team, and demonstrates willingness to take on other responsibilities outside of job description and maintain a high-level of commitment in all circumstances</td>
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<td>Willingness and ability to work co-operatively and supportively with colleagues, developing positive, open working relationships both within own team, across the wider organisation and with external stakeholders</td>
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<td>Ability to maintain confidentiality and discretion at all times</td>
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| Education and qualifications       | Bachelor or Masters degree in public policy, public or global health, or health policy (e.g. policies on cancer, non-communicable diseases, food, obesity, physical activity) or other relevant subjects, or a Bachelor of Law. |
Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.
TERMS & CONDITIONS

Salaries
World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme
A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Hybrid Working
WCRF are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week. Fully virtual working arrangements may be considered.

Annual leave
World Cancer Research Fund’s annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave
For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years’ service.

Pension plan
WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee’s contributions of up to 5% of the employee’s salary each month.

Private healthcare
We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme
We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection
We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual’s salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme
All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation’s Permanent Health Insurance (PHI) Scheme, at no cost to employees.
PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

**Season ticket loan scheme**
Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Cycle to work scheme**
Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee’s salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

**Employee assistance programme**
All employees, and their families, have access to a 24-hour confidential advice and support line.

**Dog Friendly Office**
We are currently running a trial, which gives staff the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

**Development opportunities**
World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

**Probationary period and notice period**
The post-holder is subject to a 1 month’s period during which 1 week’s notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 month’s notice period.
HOW TO APPLY

Recruitment timetable

| Closing date for applications: | 5 pm, 18.12.2022 |
| Interviews:                   | 20–21.12.2022    |

To apply
You can apply for this vacancy by submitting a CV, covering letter (maximum one page) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.
EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for: 

Please tick the appropriate boxes below:

GENDER

Male    Female

DISABILITY
World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes   No

ETHNIC GROUP
The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi    Indian
Black – African    Irish
Black – Caribbean    Pakistani
Black – Other (please specify)    White
Chinese    Other (please specify)

...................................................

NATIONALITY

UK    Other (please specify)

...................................................

Thank you for answering these questions.
JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information regarding your right to work in the UK and;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU
This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. We do not share your data with any third parties.

WHY WE PROCESS PERSONAL DATA
We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate’s suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION
WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION
We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations.

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA
You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.
AUTOMATED DECISION-MAKING
Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)
As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: HR Director, WCRF, 140 Pentonville Road, London N1 9FW.