

BIOINDUSTRY ASSOCIATION JOB DESCRIPTION

JOB TITLE	Policy and Public Affairs Manager (Manufacturing)
LOCATION	Bloomsbury Square, Holborn, London
REPORTS TO	Head of Data Tech Policy and Public Affairs
SALARY DETAILS	£40,000 PA, dependent on experience

MAIN PURPOSES OF THIS JOB

This role leads the BIA's work in bioprocessing and medicines manufacturing. This significant and growing community of companies is a vital part of the UK industry and essential to UK economic growth. This role will provide direct liaison, support and development for them, ensuring representation within the BIA and to a broad range of policy makers and external stakeholders.

The role holder will develop the Association's policy and public affairs representation in this area working within the policy and public affairs team and support growth of the manufacturing sector through collaboration with BIA's *BioProcessing Community Leader*. To deliver these functions, the role holder will also work closely with the BIA Manufacturing Advisory Committee and provide joint secretariat to the Medicines Manufacturing Industry Partnership in collaboration with the Association of the British Pharmaceutical Industry (ABPI), convening and providing administrative support to this group and its various activities.

The role is suited to someone with a policy and public affairs background or someone with technical experience in bioprocessing and manufacturing with an interest in policy and public affairs, and strong communication and organisational skills.

DUTIES AND RESPONSIBILITIES

Community and events

- Co-lead with the *BioProcessing Community Leader* to provide the Secretariat to the BIA Manufacturing Advisory Committee and other member/stakeholder meetings, preparing agendas and papers, producing minutes and supporting the working groups and programmes
- Work with the *BioProcessing Community Leader* and BIA Events team to plan and deliver bioProcessUK and other manufacturing events as required
- Stay abreast of the coordination of the LeaP Leadership programme
- Coordinate and grow the wider BIA Manufacturing Community (including mRNA) through engaging and relevant content, communications and events
- Lead the BIA complex medicines and manufacturing sustainability work

Policy and public affairs

- Monitor, evaluate and communicate government and parliamentary announcements and activity regarding manufacturing relevant to life sciences
- Lead as the BIA's point of contact for the Medicines Manufacturing Industry Partnership (MMIP) and providing secretariat support, representing BIA and supporting other BIA representatives in MMIP (members and BIA colleagues) and communicating developments back to the BIA and membership as required
- Leading relevant workstreams within MMIP as appropriate
- Maintain a network of stakeholders to enable BIA's influence on manufacturing policy
- Work with BIA colleagues, members and key opinion leaders to develop sector positions on government manufacturing policy and programmes, and produce a strong evidence base to support advocacy
- Working with BIA colleagues, members and key opinion leaders, develop new policy initiatives to increase manufacturing investments and activity in the UK
- Work with colleagues across the BIA to deliver influence through joined-up BIA activities across policy, events and communications
- Contribute manufacturing content to policy team outputs such as the quarterly Influence report policy briefings and political events

As a small organisation, flexibility is a key value all members of the team need to work to. As such the above duties and responsibility are subject to change as informed by needs of the team, organisation and changes in the external environment.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- A demonstrable working understanding of one, or preferably all, of the following: UK Government and Parliamentary policy operations; the life sciences and biotech industry; the medicines manufacturing or bioprocessing sector
- Persuasive communication skills adaptable for a variety of audiences
- Excellent written skills with an ability to grasp complex issues quickly and how to distil these for a variety of external audiences
- Excellent interpersonal skills with demonstrative ability to develop good working relationships with a range of stakeholders
- Proven project management skills to drive projects through from conception to output
- Collaborative team-player who is flexible to changing business needs and supports colleagues effectively
- Ability to represent the BIA and its members in person and through oral and written communication
- Degree level education or equivalent

Desirable

- Experience working in or with government
- Multi-stakeholder advocacy work
- Understanding of how medicines manufacturing issues link with wider sector issues (e.g. healthcare, innovation, clinical trials, discovery science and the business environment)
- Event management experience

WORKING FOR THE BIA

Building a thriving, diverse workplace is a priority across all industries. The BIA is committed to providing a fair and equitable working environment, to attract and nurture people from all backgrounds. We value the individuality and diversity that employees bring to the company throughout our activities.

WORKING PATTERN

We are currently working in a hybrid pattern, whereby we work 3 days in the office and 2 from home. If the successful candidate is located within 40 miles of the London office, we expect them to adhere to this pattern.

However, we would also welcome applications from the medicine manufacturing hubs around the United Kingdom. If the successful candidate were to come from one of these hubs outside the 40-mile distance from the London office, then the organisation would change this 3/2 working pattern to suit the needs of both the role and the candidate's location.

Regular attendance in the London office is essential, no matter where the candidate is located and if you live outside the London area you will be expected to travel to the office to fulfil your duties. Any decision on the location and precise working pattern of the successful candidate will be solely at the BIA's discretion.

HOW TO APPLY

Interested candidates are invited to submit their resume/CV and a cover letter detailing their relevant experience, with reference to the job description, outlining their approach to the role.

Please note that all offers of employment are subject to two satisfactory references and proof of eligibility to work in the UK. Applications written using an AI generator will not be accepted.



Please email your application to recruitment@bioindustry.org with the subject line “Policy and Public Affairs Manager Manufacturing Application - [Your Full Name].” Deadline for applications is Wednesday 12th August 2026 at 1pm.

Initial interviews will take place during week(s) of 10/17 August, dependent on availability.

We are committed to providing equal opportunities and creating an accessible workplace. If you require any reasonable accommodations during the application, interview or assessment process, please let us know when you apply.

Prepared by: Emma Lawrence

Approved by: Nick Gardiner

Date: February 2026

Date: 17 July 2026