

BIOINDUSTRY ASSOCIATION JOB DESCRIPTION

JOB TITLE	Policy and Public Affairs Manager
LOCATION	Bloomsbury Square, London
REPORTS TO	Director of Policy and External Relations
SALARY DETAILS	£40,000 PA, dependent on experience

MAIN PURPOSES OF THIS JOB

This role will lead our work to support innovative life science and biotech start-ups and scale-up companies access the finance and global talent they need to start, grow and deliver world-changing innovation.

You will develop policies to increase public and private investment into UK life sciences, ensure the tax regime nurtures innovative businesses and that the visa system allows global talent to come to the UK. You will also deliver events and other activities that help UK and international investors understand and access investment opportunities in our sector.

The holder will develop and deliver a comprehensive programme of work including leading on our input to HM Treasury, supporting the UK Government's Life Sciences Investment Envoy, and providing the secretariat to our Finance and Tax Advisory Committee. This will involve close collaborative working with civil servants, CEOs and CFOs from member companies and key investors.

DUTIES AND RESPONSIBILITIES

Policy

- Monitor, evaluate and communicate government and parliamentary announcements and activity regarding innovation, investment, finance and tax, and immigration issues relevant to life sciences SMEs
- Work with BIA colleagues, members and external consultants to develop sector positions on the above policy issues and produce a strong evidence base to support advocacy
- Provide the Secretariat to the BIA Finance and Tax Advisory Committee and other member/stakeholder meetings, preparing agendas and papers, and producing minutes
- Working with the Director of Policy and External Affairs and other team members to support the development of new policy initiatives to increase investment in our member companies

Public affairs

- Support the work of the UK Government's Life Sciences Investment Envoy, working with civil servants to link government and BIA activities

- Develop and deliver effective engagement campaigns to influence political, civil service and financial services stakeholders
- Produce policy briefing documents and consultation submissions, including to the Government's Budgets
- Use matrix management to deliver the strategy through joined-up BIA activities across policy, events and communications

Communities, Events and Communications

- Act as the lead for the BIA Finance and Tax Community lead, sourcing online content and producing the newsletter, and supporting the content and delivery of Community events.
- Working with the Director of Policy and External Affairs and Associate Director of Events and Programmes to design and deliver a programme of BIA events that raise investors' understanding and interest in the sector and provide networking opportunities for BIA members with investors
- Lead on the BIA's co-organised events with strategic partners, such as the Office for Life Sciences, Department for Business and Trade, the Office for Investment, the British Business Bank, London Stock Exchange, and others
- Working with BIA colleagues, help develop online (website and social media) content to make the BIA the go-to organisation for domestic and foreign investors wanting to understand and connect with the UK life sciences and biotech sector
- Maintain BIA's CRM lists of investors to support the above activities

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; UK finance or tax processes
- 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 finance, tax and investment 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.

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 Policy and Public Affairs Manager Application - [Your Full Name].” Deadline for applications is Monday 7th September 2026 at 9am. There may be an accelerated recruitment process, so interested applicants are strongly encouraged to apply as soon as possible ahead of this closing date.

Initial interviews will take place during week(s) of 14 September, 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: Martin Turner
Approved by: Nick Gardiner

Date: July 2026
Date: 12 August 2026