

# Chief Operating Officer

## Candidate information pack

Salary range: £120,000 to £140,000

Contract type: Permanent

Location: London

**Closing date: 19 January 2026**



# Welcome

Thank you for your interest in the role of Chief Operating Officer at the Academy of Medical Sciences. It's an exciting new role being established at a pivotal time of high ambition for the Academy and for medical sciences more broadly. I want someone for this role who really cares about creating the operational excellence that will enable us to harness our expertise to improve health outcomes in the UK and globally.

The Academy works at the interface of science, policy and practice, connecting Fellows and partners across academia, industry, the NHS and beyond. Our new annual business plan sets out six priorities, and delivering them requires rock-solid operations running through everything we do. Next year, we will be putting prevention front and centre, really figuring out how to harness medical sciences to keep people healthier for longer. Alongside that, we will have programmes focused on accelerating innovation in the NHS and shaping global standards for AI in healthcare. To deliver on these ambitious programmes, we need an operational foundation that is future-focused and built to deliver success at scale.

I am seeking an exceptional operational leader for this role, someone who combines strategic vision with practical delivery, inspires and aligns teams around a shared purpose and can develop the infrastructure and systems that take advantage of technological advances, particularly in information management and AI, enabling efficient working and lasting impact.

I am looking for someone who thrives on making organisations work better and can engage with people at all levels, from our Council and Fellows to colleagues across every function. Someone who feels at ease working across operational disciplines—finance, funding and fundraising, people and culture, governance, corporate strategy, accountability and risk—and who can bring them together seamlessly. You'll need to be commercially astute and skilled at securing funding from a broad range of sources, from government and trusts to corporate partnerships and philanthropy, as well as optimising the Academy's assets to generate funds. You will lead on the overall income strategy for the organisation to improve the diversity of income, working with colleagues to maximise opportunities



and ensure opportunities best support organisational objectives.

I need a leader with integrity and empathy, who will champion our values and ensure decisions reflect both impact and purpose. In return I can offer a unique opportunity to turn the advantage of being the youngest National Academy into a platform for entrepreneurial thinking and transformative delivery.

You'll be part of the Academy's senior leadership team, and a key part of the role will be working to make the Academy the most brilliant place to work that it can be. I want to build a team that reflects the diversity of the society we serve and I would actively encourage applications from candidates of all backgrounds and identities, particularly those who bring different perspectives and experiences.

This is a role that is challenging, rewarding and full of possibility. You'll join a collaborative, high-performing organisation, driven by curiosity and a passion for making change happen.

If you want to make a difference by building the operational excellence that connects science, policy and people for the health and wealth of the UK and beyond, we'd love to hear from you.

A handwritten signature in black ink, appearing to read 'Rosalind Campion'.

**Rosalind Campion**

**Chief Executive Officer**  
**Academy of Medical Sciences**

# About us

We are the independent, expert voice of biomedical and health research in the UK.

We are governed by a Council of Fellows who serve as trustees, including six Honorary Officers, whose role is to provide leadership to the Academy.





# Our priorities

For the health and wealth of the UK our priorities from **January 2026** are:

# 1



Make the UK the best place in the world to have a career in medical sciences.

# 2



Improve health outcomes in the UK and internationally through our policy work.

# 3



Mobilise the UK health system to turn discovery into practice.

# 4



Increase public trust in medical sciences in an era of global misinformation.

# 5



Connect and support the community of medical sciences.

# 6



Be a resilient, high-performing organisation with strong finances, inspiring culture, and collaborative impact.

# Our vision

Good health for all supported by **the best** research and evidence

---

## OUR MISSION

The Academy's mission is to help create an **open** and **progressive** research sector to improve the health of people everywhere



We support researchers with innovative funding and career development opportunities



We help create a more sustainable environment for delivering outstanding research



We help researchers to work with academia, charities, the public, policy makers and industry to make the greatest difference to health

---

## OUR VALUES



We strive for excellence



We collaborate widely



We act on evidence



We are inclusive and actively seek diversity in all forms



We behave with integrity

We are agile, **kind** and resilient

# Role description

**Job title:** Chief Operating Officer

**Department:** Operations Directorate

**Reports to:** Chief Executive Officer



## Purpose

The focus of the newly created role of Chief Operating Officer (COO) is to ensure that the Academy thrives and adds up to more than the sum of its parts. The postholder is responsible for the development and delivery of our corporate strategy, working across the organisation acting as our strategic brain. They will work with Fellows and colleagues to spot and seize opportunities for the Academy. The postholder will be responsible for driving operational effectiveness and excellence for the Academy, ensuring our operations functions enable us to meet our organisational ambitions. The role also plays a significant part in the overall leadership of the Academy as a member of the Senior Leadership Team: we are committed to making sure that the Academy is a brilliant place to work.

## Key responsibilities

Lead the newly created Operations Directorate to ensure work is seamless and coordinated and a clear organisational plan is implemented to a high standard.

Develop a clear organisational strategy with priorities that meet Council and Fellowship ambitions, with clear metrics to understand impact and to drive delivery of them.

Identify funding requirements to deliver the strategy that will inform the development of pitches to attract external income.

Own key external relationships to position the Academy to deliver on its organisational strategy and attract funding to support the delivery.

Ensure the governance function of the Academy supports delivery, including through the smooth running and operating of the Council, its committees and the processes that underpin them.

Ensure the Academy is on a firm financial footing, with a diverse range of funders (Government, corporate, charity, philanthropic and from our trading company) to best support delivery of the Academy's strategic priorities.

Lead internal business planning, ensuring resources are appropriately allocated and the right capabilities are in place.

Ensure our money is managed well, with the right balance of prudence and investment in capabilities to deliver on objectives, and with appropriate

controls in place including necessary reporting to Charity Commission and others to adhere to legal requirements.

Enable the Academy to be a great and high performing place to work, creating opportunities for colleagues to thrive while delivering their personal and organisational objectives. Work with the newly formed Remuneration and Benefits Committee to ensure we have the right employee offer.

Oversee organisation-wide risk and compliance, ensuring threats to the Academy that have financial, compliance and reputational consequences are effectively managed and we maintain a solid approach to business continuity.

Develop ways of working and business support systems (including our CRM and new briefing hub) to optimise opportunities presented by technology, including AI, to improve data management and reporting and enhance the operations of the Academy.



## Person specification

### 1. Strategic leadership and execution

Proven ability to lead the development and delivery of organisational strategy. Experience of working with a board to define and align operational priorities with long-term goals and ensure cross-functional coherence.



### 2. Integrated operational oversight

Experience in overseeing harmonising and improving core operational functions — HR, fundraising, finance, governance, information management, and property management — to deliver seamless and efficient support across an organisation.

### 3. People and culture leader

Skilled in developing an inclusive, high-performing culture that drives impact. Experience of leading organisational transformation and development, with a strong track record of positive staff engagement.



### 4. Governance and risk management expertise

Deep knowledge of governance frameworks and risk management. Experience of charity or public sector governance and of running a board and multiple sub-committee functions to ensure appropriate oversight and engagement.

### 5. Commercial, fundraising and financial acumen

Skilled at landing new investments, and in balancing mission impact with financial sustainability, compliance, and strategic growth. Experience overseeing financial strategy, trading entities, and income generation through fundraising. Demonstrated ability to support and strengthen diversification of funding across a broad spectrum of sources — including philanthropy, trusts and foundations, corporate partnerships, and individual giving.





# Terms and conditions

<b>Contract type:</b>	Permanent
<b>Salary range:</b>	£120,000 to £140,000
<b>Hours:</b>	Full time 35 hours per week
<b>Notice period:</b>	12 weeks

## Location

We work from a beautiful Grade II listed building in the heart of central London, close to Oxford Circus, Great Portland Street and Regent's Park.

## How we work

We operate a hybrid model that combines office collaboration with remote flexibility. This role involves working from our central London office 2–3 days per week.



# Benefits

## What we offer

We provide our staff with a comprehensive benefits package outlined as follows:

### Competitive rewards

- Generous pension scheme with flexible contributions – we contribute between 8% and 13% of your gross salary (with employee contributions of 3%–8%)
- Life assurance at three times your annual salary

### Work-life balance

- Hybrid and agile working to suit your needs
- 26 days annual leave, plus Christmas closure days and bank holidays
- Family-friendly policies including enhanced maternity and paternity leave (subject to a qualifying period) and coaching support for parents returning to work

### Wellbeing and development

- Complimentary subscriptions to Headspace and ClassPass to support your physical and mental wellbeing
- Support through tailored learning and development

### Additional benefits

- A range of enhanced benefits become available once you've completed your probation period

# How to apply

Please [apply online](#).

Please ensure you attach your CV setting out your career history, highlighting your key responsibilities and achievements in your current and previous roles. Please also include a supporting statement (of no more than 1,200 words) detailing your motivation for applying for this role, explaining how you meet the person specification above, and demonstrating how your values align with those of the Academy.

If you'd like to discuss the role further or have any questions before applying, please contact us at [peopleandculture@acmedsci.ac.uk](mailto:peopleandculture@acmedsci.ac.uk)

We are committed to creating an inclusive workplace and welcome applications from all backgrounds. If you need any adjustments during the application process, please don't hesitate to let us know.

We look forward to hearing from you.



## Key dates

Role opens on Friday 19 December 2025.

Closing date is **12.00, Monday 19 January.**

First interviews will be held week commencing 26 January 2026.

Second interviews will be held week commencing 2 February 2026.