

Job description

Job title:	Conference Research Assistant
Division:	Events
Grade:	Wider Team
Reports to:	Conference Producer
Direct reports and team:	n/a
Size of budget:	n/a
Overall purpose of the role:	To identify through horizon scanning, research, industry knowledge and relationships bio-medical topics that will create engaging and informative conference programmes to benefit healthcare communities and ultimately support advances in medical science and patient care.
Key objectives:	<ul style="list-style-type: none"> • Research new and emerging areas of scientific investigation, identifying key leaders in those fields • Identify communities and areas of bio-medicine that are underserved by existing events and explore associated event opportunities. • Develop relationships with existing networks and internal colleagues to nurture collaboration and knowledge share on topics for consideration. • Building a strong pipeline of topics for consideration and prioritise each topic area for launch based on research findings.
Date:	July 2023

Responsibilities

Key responsibilities		% of time
Strategic:	<ul style="list-style-type: none"> • Develop and grow a pipeline of conference programme topics for launch to increase the revenue and profitability of Bioscientifica's Events division. • Identifying topics and key opinion leaders / influencers to facilitate the launch of new events that are capable of sustainable growth in profitability. • Develop new research techniques and methods for topic identification. 	10%

<p>Operational:</p>	<ul style="list-style-type: none"> • Identify compelling topic areas for conference programmes that are relevant and based on industry knowledge and research <ul style="list-style-type: none"> ○ To research and analyse the feasibility of developing potential conference topics into commercially viable events ○ Communicate with key industry figures to determine the validity of proposed topics ○ Updating the topic pipeline ○ Make recommendations to the Conference Producer and Head of Events for launch prioritisation. • Identify audiences for each event proposal including collation of potential interested delegate and institutions. • Identify opportunities for collaboration with / programme endorsement by other societies and associations. • Analyse, interpret and present research findings to the Conference Producer and Head of Events for inclusion in new event business cases. Where necessary support with the creation of business cases for approval by the Bioscientifica Executive Team. • Investigate potential sponsor opportunities where appropriate and communicate to the corporate sales team. • Conduct competitor analysis for each proposed conference topic. • Continually update knowledge and understanding of the field or specialism. 	<p>80%</p>
<p>Financial:</p>	<ul style="list-style-type: none"> • Identifying opportunities that are commercially viable for all stakeholders and that meet the objectives of the approved financial model. 	<p>5%</p>
<p>People:</p>	<ul style="list-style-type: none"> • Demonstrate a high level of communication with team members, other departments and external key stakeholders. • The appropriate knowledge, skills and experience to actively promote diversity and equality of opportunity, treat everyone with dignity and respect and avoid unlawful discrimination. 	<p>5%</p>

Person specification

Skills and experience	
Technical skills:	<ul style="list-style-type: none"> • Excellent data analysis and web research skills • Very good interpersonal skills. • Very good time management skills and demonstrative ability to multi-task and prioritise workloads • Excellent attention to detail • Very good IT skills in Microsoft Office.
Experience:	<ul style="list-style-type: none"> • A scientific degree preferably in the life sciences and/or experience of engaging with scientific subjects and medical professionals.
Behavioural competencies:	<ul style="list-style-type: none"> • Insightful and with a skill for identifying opportunities for exploration. • A keen follower of scientific news and events • A can-do attitude, a strong sense of responsibility, and a natural willingness to help colleagues • Ability to engage with, and interest, key industry figures • Able to use initiative to develop new research methods and extend the research portfolio • Effective team player • Strong customer focus • Willingness to travel within UK and internationally