



British
Consulate-General
Osaka

SCIENCE AND INNOVATION OFFICER (A2)

(1 year fixed term contract)

Deadline of Applications: 15 November 2015

The purpose of the British Consulate General (BCG) in Osaka is to promote the British Government's prosperity, security and consular interests in Japan.

The Science and Innovation Section promotes and facilitates excellent UK-Japan links in science/technology/innovation. We represent British interests in Japan on science and technology and work closely with colleagues from across the Consulate-General and the Embassy in Tokyo.

Science and Innovation team members are also part of the UK's global Science and Innovation Network (SIN). For more information, see our [website](#).

About this job

This vacancy is for the role of Science and Innovation Officer, working closely with the Deputy Consul General (line manager) to promote closer UK-Japan science and innovation links in a range of cutting-edge fields, with a focus on western Japan. The job-holder's work includes planning and delivering projects; analysing and communicating science and technology developments; and helping develop and maintain strong relations with key Japanese science and innovation contacts.

The jobholder will also lead on the administrative aspects of the Science and Innovation section's operations. The successful candidate will be encouraged to participate actively in corporate activities across the Embassy and Consulate-General, and will need to respond flexibly to requests/objectives as they arise.

Main Duties

- Develop and maintain knowledge/expertise on science and innovation in UK and Japan, and provide briefing and advice.
- Plan and execute science/technology/innovation/policy related projects. Responsible for gathering information, identifying key stakeholders, events (planning and managing workshops and visits) and reporting.
- Help develop and maintain strong relations with key Japanese science and innovation contacts, and support our communications efforts.
- Lead on the administrative aspects of day-to-day business (updating social media, budget management, procurement duties and logistical support)
- Lead on an aspect of Embassy corporate work; take responsibility for a specific role as part of the Embassy's crisis response team
- Respond flexibly and actively to evolving priorities and needs.
- Occasional out of hours / weekend working will be required, with time off given in lieu of hours worked.

Essential Requirements

- Experience of handling financial, scientific or technical information; willingness to develop expertise on complicated topics
- Proven ability to conduct desk-based research and analysis
- A proven interest in science / engineering, and interest in learning about the UK
- Native level (or equivalent proficiency) Japanese and excellent English (IELTS band 7 or above / 850+ TOEIC score, or equivalent) – both written and spoken; the successful applicant should be confident working in either language
- Excellent communication and organisation skills; aware of and confident with Japanese and British business etiquette

Desirable Requirements

- A bachelor's degree in science and technology, engineering, or other related subjects
- A background in science and innovation
- Previous project management experience
- Experience of working in an international environment or with senior figures

Competencies Required

Competencies are the skills, knowledge and behaviours that lead to successful performance. The successful candidates must be able to demonstrate evidence of the following A2(L) competences at interview:

Seeing the Big Picture: Gather information from a range of relevant sources inside and outside the team to inform their work. Understand what is required of them in their role and how this contributes to wider priorities. Consider how their own job links with and impacts on colleagues and others in partner organisations.

Managing a Quality Service: Plan, organise and manage time and activities effectively. Communicate in a way that meets customers' needs and gives a favourable impression of the Embassy. Take ownership of issues, focusing on providing the right solution and keep customers up to date with progress.

Making Effective Decisions: Use sound judgement, evidence and knowledge to provide accurate, expert and professional advice. Undertake appropriate analysis to support decisions or recommendations. Ask questions when unsure. Investigate and respond to gaps, errors and irregularities in information.

Leading and Communicating: Write clearly in plain, simple language and check work for spelling and grammar. Communicate in a clear and constructive manner. Act in a fair and respectful way in dealing with others. Ask open questions to appreciate others' point of view.

Delivering Value for Money: seek out and implement solutions which achieve best mix of quality and effectiveness for least outlay. Be careful with all types of resource. Keep track of spend and make sure spend is approved/signed off as necessary. Handle numbers confidently, collate information ensuring accuracy of financial data. Maintain recognised financial procedures and practices.

Collaborating and Partnering: Work collaboratively, sharing information and building supportive and responsive relationships with people within and outside the Embassy. Proactively contribute to the

work of the whole team. Get to know colleagues/other teams and understand their perspectives.
Flexible and willing to cover for others as necessary.

For more on these A2(L) competences, please visit our [website](#).

Our Values

As part of the Foreign and Commonwealth Office (FCO) the Embassy/Consulate-General aims for excellence by taking responsibility, encouraging innovation, and working together. Our values support a vibrant culture where all staff takes on stretching responsibilities, where ideas thrive, the status quo can be fearlessly challenged and good performance is valued. We work together effectively with all of our partners to make a greater difference for the UK.

Benefit package

- Salary of **JPY 323,000** per month with 1 month bonus equivalents payable in June and December (calculated on a pro rated basis) **Note: Subject to tax status, salary may be reduced**
- This position is being offered on a one (1) year fixed term contract, renewable subject to annual review
- Commuting allowance of up to JPY35,000 per month (paid on an actual cost basis)
- Working hours: Monday to Friday, generally 9:30-17:45 with flexible working opportunities
- 24 days paid annual leave (pro rata)
- Health Insurance and Employee pension (kenko hoken/kosei nenkin)
- Employment Insurance (koyou hoken)
- Excellent training and development opportunities
- Work-related travel, mainly in Japan and the UK

To Apply

Interested candidates should forward the following documents to japan.recruitment@fco.gov.uk. Please send your applications with an email subject heading following this format: **SIO_SURNAME First Name**.

- [Job Application Form](#)
- Curriculum Vitae

Deadline for applications is **15 November 2015 (Sunday)**. Please note that incomplete applications will not be taken into consideration and we regret to advise that only shortlisted candidates will be contacted.

Interviews will be held on the week of 23 November. The successful candidate is expected to start by January 2016.

The applicant must have work authorisation for Japan. However if a foreign national, the British Embassy/Consulate General will support a visa application if required.

No accommodation or relocation expenses are payable in connection with this position.

The British Embassy and Consulate General are equal opportunities employers and do not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation.