

## Global Policy Forum – Scientific Secretary Role Description

### Role Title

Scientific Secretary, Global Policy Forum (GPF)

**Application Deadline:** Completed applications must be submitted no later than March 27, 2026 to [policyforum@htai.org](mailto:policyforum@htai.org)

### Purpose of the Role

The Scientific Secretary provides scientific leadership to the Global Policy Forum and supports the development of high-quality, policy-relevant outputs arising from Forum discussions. Working closely with the Chair, Organizing Committee, HTAi Secretariat, and Executive Director, the Scientific Secretary ensures that the Forum's scientific content is rigorous, balanced, and aligned with HTAi's strategic priorities.

### Term of Appointment

The Scientific Secretary is appointed for an initial two-year term, with the possibility of renewal for an additional term, subject to positive evaluation and in accordance with HTAi's Scientific Secretary Evaluation Procedure.

### Time Commitment

The role requires approximately 40 days per year, with variable workload across the planning cycle. Periods of increased activity typically occur during topic development, preparation of the Background Paper, delivery of the Global Policy Forum, and development of post-meeting outputs.

International travel is required to attend the annual Global Policy Forum (late January) and the HTAi Annual Meeting (mid-June).

## Key Responsibilities

### Strategic Leadership

- Act as an ambassador for the Global Policy Forum within the broader HTAi community and externally.
- Comply with HTAi's Code of Conduct to model professionalism and always conduct themselves with respect, integrity, and courtesy.
- Adhere to, promote, and support adherence to the principles set out in the HTAi Code of Conduct, the Workplace Harassment Prevention, Response and Reporting Policy, and Conflict Avoidance Policy, in all professional interactions.

### Scientific & Content Oversight

- Provide scientific leadership in the development of the Forum topic scoping and agenda development to ensure discussions remain strategic, relevant, and forward-looking.
- Lead the drafting and development of the Global Policy Forum Background Paper.
- Ensure scientific rigor, balance, and clarity across all Forum materials.
- Contribute scientific expertise to the development and refinement of the Forum agenda, working in collaboration with the Chair, Organizing Committee, and HTAi Secretariat.
- Contribute to the facilitation of Forum discussions and provide scientific input during the meeting.
- Lead drafting of post-Forum outputs, including a summary report for members and a peer reviewed IJTAHC publication.
- Support the dissemination of Forum insights through HTAi platforms, including presentations at the Annual Meeting and participation in related knowledge-sharing activities.

### **Stakeholder Engagement**

- Support successful recruitment, retention, and engagement of Global Policy Forum members, working in close collaboration with the HTAi Secretariat. This includes equal numbers of for-profit and not-for-profit members.
- Foster strong relationships with HTA agencies, government leaders, industry partners, and other relevant stakeholders.

### **Collaboration & Coordination**

- Work collaboratively with the Global Policy Forum Chair, Organizing Committee, HTAi Secretariat, and Executive Director to support the scientific direction of the Forum.
- Provide periodic updates on progress against agreed deliverables and timelines.
- Participate in regular planning discussions to ensure alignment between scientific content and operational planning.
- Escalate risks, delays, or emerging issues that may impact Forum outputs or timelines.

### **Transition & Continuity**

- Maintain organized records of drafts, background materials, and outputs to support continuity across Forum cycles.
- Support transition activities at the end of the term, including handover discussions or briefings where required.
- Ensure final materials and working documents are transferred to HTAi in accordance with contractual requirements.

### **Essential Qualifications**

- Demonstrated expertise in HTA, health policy, or a closely related field.
- Strong analytical and scientific writing skills, including experience developing policy-relevant publications.
- Experience working with multi-stakeholder or international collaborations.
- Ability to synthesize diverse perspectives and translate discussion into structured outputs.
- Excellent communication and organizational skills.
- Familiarity with HTAi activities or Policy Forum processes is considered an asset.

### **Reporting & Contractual Arrangements**

- Reports to the HTAi Executive Director.
- Work collaboratively with the Global Policy Forum Chair on scientific direction and with the Secretariat on operational coordination.
- Scope of work, timelines, compensation, and reimbursement administered in accordance with HTAi policies.

### **Attendance at Key Meetings**

- Global Policy Forum Organizing Committee meetings and scientific planning calls, as required.
- Annual Global Policy Forum meeting, including pre-meeting preparation and post-meeting debrief discussions.
- Relevant HTAi Annual Meeting activities connected to Forum outputs.

### **Application Process**

- Submit a curriculum vitae and 1 or 2 page statement of interest, outlining relevant expertise and alignment with the role.
- Shortlisted candidates will be invited to participate in a virtual interview prior to potential appointment.