



# **Senior International Policy Adviser (maternity cover/secondment)**

Recruitment pack | November 2020

# Senior International Policy Adviser (MAT cover/secondment)

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10 November 2020

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for the role.

To apply:

- Please provide a **personal statement** and up-to-date **CV** combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name/job title” e.g. Martha Jones/ SIPA MAT Cover **Please note that if your submitted application does not meet these requirements, we will be unable to consider it.**
- Your personal statement should set out how you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We would also be grateful if you could complete and return with your application an equal opportunities monitoring form, which will be treated confidentially and separated from your application prior to the shortlisting process. The form can be accessed here.
- Please indicate in your covering e-mail if you are applying as a disabled applicant.
- Please indicate in your covering e-mail if you cannot attend the scheduled date for interviews.

Applications should be e-mailed to [recruitment@thebritishacademy.ac.uk](mailto:recruitment@thebritishacademy.ac.uk)

**Applications must be received by 12pm (GMT) Thursday, 3 December.**

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at [giuseppe@thebritishacademy.ac.uk](mailto:giuseppe@thebritishacademy.ac.uk)

We look forward to hearing from you.

Yours sincerely,

Vanessa Cuthill

**Director of Research  
The British Academy**

# Welcome to the British Academy

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The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

**A Fellowship** of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

**A Funding Body** that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

**A Forum** for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

# The International Team

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The British Academy's International team, within the Research Directorate, promotes and supports international collaboration and mobility, develops and maintains links with sister academies, international organisations and other partners overseas, and leverages the expertise of Fellows and award-holders to further the Academy's reach, impact and influence internationally.

The current work programme includes a broad portfolio of topics such as: [Europe's Futures](#); [Conflict, Stability & Security](#); [Justice, Rights & Equality](#); [Urban Futures](#); and [Knowledge Frontiers](#).

The Academy's international programmes are multi-year endeavours which entail a wide array of activities: from providing research funding to talented individuals in the UK and overseas to informing policy and public debates to using the Academy's convening power to showcase the value of international and interdisciplinary collaborations for addressing today's global challenges and ensuring that the UK maintains its place as a world-leader in social sciences and humanities.

For further information about the International activities of the British Academy, see: <https://www.thebritishacademy.ac.uk/international>.

## The Role

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The Senior International Policy Adviser (maternity cover) is one of two senior posts reporting to the Deputy Head of International (Engagement). An opportunity for a fixed duration maternity cover has arisen with the expected vacancy arising in January 2021. This postholders will work within the International team to deliver the Academy's portfolio of international programmes and activities. Working with the Deputy Head of International (Engagement) s/he will support engagement with a wide variety of stakeholders to take forward the Academy's international strategic objectives.

# Job Description

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<b>JOB TITLE:</b>	Senior International Policy Adviser (maternity cover)
<b>LOCATION:</b>	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH
<b>REPORTS TO:</b>	Deputy Head of International (Engagement)
<b>STAFF SUPERVISED:</b>	x1 International Programmes Adviser
<b>Purpose of the role</b>	
<b>OVERALL OBJECTIVE:</b>	To take forward the delivery of the Academy's international programmes and activities, including specific responsibility for managing a set of thematic programmes and activities and producing policy-focused outputs.
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>○ To work with the Deputy Head of International (Engagement) as well as with the wider international team to deliver the Academy's international programmes and activities</li> <li>○ To manage the International Programme Adviser and to support their professional development</li> <li>○ To take a lead role in the preparation of policy reports, briefings, consultation responses, statements and speeches, working closely and collaboratively with colleagues, award holders, Fellows and other stakeholders.</li> <li>○ To identify, cultivate and maintain relationships with experts within and outside the Academy and ensure the effective use of expertise necessary for the delivery of international programmes and activities.</li> <li>○ To represent the Academy at appropriate meetings and events, and present the Academy's views and positions on particular issues.</li> <li>○ To work with the Deputy Head of International (Engagement) to identify and pursue opportunities for engagement with external organisations and stakeholders including the other UK National Academies and relevant government departments in</li> </ul>

	<p>pursuit of the Academy's international strategic objectives.</p> <ul style="list-style-type: none"><li>○ To identify opportunities to demonstrate the breadth, value and impact of the Academy's international programmes and activities.</li><li>○ To provide support for relevant committees and panels, undertake analysis and background research (including at times drafting work for publication).</li><li>○ To help manage a budget related to appropriate international activities, including payments, financial monitoring and reporting.</li><li>○ To be a source of advice, support, briefings and reports for relevant Academy Officers, Committees and personnel relating to the international dimensions of the Academy's work</li><li>○ To work collaboratively within the British Academy and be responsible for staff as appropriate, and to liaise effectively within the Research Directorate and with the other Academy Directorates, particularly the Policy Directorate, to ensure an integrated and joined-up approach across the organisation.</li><li>○ To undertake additional tasks and responsibilities across the international portfolio as programmes and activities develop.</li></ul>
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# Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

Criteria marked with a (\*) will be assessed at the application stage.

POST:	Senior International Policy Adviser (maternity cover/secondment)
DIRECTORATE:	Research
Experience & Qualifications	<ul style="list-style-type: none"> <li>○ Undergraduate degree or equivalent qualification, ideally in a humanities or social sciences discipline*</li> <li>○ Experience of managing staff in an Office environment (<i>desirable</i>)*</li> <li>○ Experience of working within and contributing to a team*</li> <li>○ Track record of delivering projects</li> <li>○ Experience with analysis and writing for diverse audiences</li> <li>○ Experience of working in a policy environment and producing policy-focused outputs*</li> <li>○ Experience of developing and managing budgets for specific activities and/or programmes*</li> <li>○ Experience of engagement with policymakers nationally and internationally*</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>○ Knowledge of the UK and international higher education and/or public policy and research landscape*</li> <li>○ Demonstrated knowledge of UK higher education system (<i>desirable</i>)*</li> <li>○ Knowledge of ODA funding (<i>desirable</i>)</li> </ul>
Skills	<ul style="list-style-type: none"> <li>○ Highly organised with excellent time management skills</li> <li>○ Ability to perform effectively under pressure, accurately and with attention to detail, often balancing competing priorities</li> </ul>

	<ul style="list-style-type: none"> <li>○ High level of literacy, numeracy and IT skills</li> <li>○ Excellent written and verbal communication skills*</li> <li>○ Strong analytical and problem-solving skills</li> <li>○ Diplomatic and tactful, cognisant of different cultural contexts</li> </ul>
Personal style and Behaviours	<ul style="list-style-type: none"> <li>○ Confident, enthusiastic, pro-active open-minded attitude to work</li> <li>○ Professional and confident approach when dealing with a variety of people</li> <li>○ Maintains, demonstrates, and expects high levels of honesty and integrity</li> <li>○ Responsive, flexible, and willing to work across a range of tasks within changing priorities</li> <li>○ Positive attitude to challenges and co-operation with colleagues</li> <li>○ Personal commitment to the values, vision and objectives of the organisation</li> </ul>
Other Requirements	<ul style="list-style-type: none"> <li>○ Commitment to high quality service and efficiency in all aspects of the organisation's operations</li> <li>○ Demonstrates a commitment to equality and diversity</li> <li>○ Willing to travel on British Academy business, both within UK and overseas</li> <li>○ Able to be flexible about working hours on occasion</li> </ul>



# Terms and Conditions of Employment

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Please note that these terms and conditions are for **information purposes only**.

## Position

Senior International Policy Adviser (MAT Cover)

## Location

[10-11 Carlton House Terrace](#)  
[London](#)  
[SW1Y 5AH](#)

## Remuneration

£36,100 per annum

## Hours of work

9am to 5pm - Monday to Friday

## Annual Leave

42 days (Including 8 bank holidays)

## Our benefits package includes:

- a subsidised canteen
- a defined benefit pension scheme
- interest-free season ticket loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay and merit awards
- social activities

