



# **Senior International Policy Adviser (Mobility)**

Recruitment pack | July 2021

# Senior International Policy Adviser (Mobility)

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8 July 2021

Dear Applicant,

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

- 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 (Mobility). 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 why you feel that 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 are asking all applicants to complete our equality data monitoring survey. Completing this form will help us establish a better baseline for future equality, diversity and inclusion action. The information collected will be held securely and handled sensitively in line with the Academy’s data protection policy. The survey can be accessed through the advert on the current vacancies page.
- We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please indicate in your covering e-mail if you are applying as a disabled applicant
- Please indicate in your covering email if you cannot attend the scheduled date for interviews.
- Please note that the successful candidate will require the right to work in the UK – in your covering email, please confirm that you possess proof of right to work, as this will be required later on in the recruitment process.

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

Applications must be received by **12pm (GMT) Thursday, 5 August 2021**

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. This includes the management and development of the Academy's role as an 'endorsing body' for the Global Talent visa, as well as developing the Academy's broader approach to international research mobility and immigration policy.

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

## The Role

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You will have a leading role in managing the Academy's role as an 'endorsing body' for the Global Talent visa and developing the Academy's policy advice on international mobility and immigration. The role has three key areas of focus: managing service delivery, advising on operational and policy development, and external engagement. Working with colleagues and Academy Fellows you will lead on the Academy's international mobility and immigration portfolio, particularly in relation to the development of the Global Talent visa, which is vital to the mobility of the research sector. You will be the primary lead and source of expertise for the Academy on international mobility and immigration expertise with significant responsibility to represent the Academy externally, including working with other endorsing bodies, the Home Office, the Office for Talent, the Department for Business, Energy & Industrial Strategy, and immigration and HR advisors at UK universities and research institutes. This is an opportunity to gain unique exposure to the talent and immigration landscape, particularly in relation to the research sector.

# Job Description

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<b>JOB TITLE:</b>	Senior International Policy Adviser (Mobility)
<b>OFFICE LOCATION:</b>	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
<b>REPORTS TO:</b>	Head of International
<b>STAFF SUPERVISED:</b>	International Programmes Officer (Mobility)
<b>Purpose of the role</b>	
<b>OVERALL OBJECTIVE:</b>	To take forward the management of the Academy's role as an 'endorsing body' for the Global Talent visa and lead the Academy's work and external engagement on international mobility and immigration policy in relation to the research and innovation sector.
<b>MAIN DUTIES:</b>	<ul style="list-style-type: none"> <li>○ To be the Academy's primary lead and source of expertise on international research mobility and immigration expertise, including all elements of the UK's immigration system.</li> <li>○ To develop and deliver evidence-based advice to support an attractive and open international mobility landscape for students and researchers.</li> <li>○ To lead on the preparation of internal and external briefings, consultation responses, and reports, working closely and collaboratively with colleagues, Fellows and other stakeholders.</li> <li>○ To lead on the development and negotiation of improvements and reforms for the Global Talent visa in order to meet the objective of increasing both the number and quality of applications received.</li> <li>○ To identify, cultivate and maintain relationships with key external stakeholders, including the research community, the Home Office, the Office for Talent, and other endorsing bodies.</li> <li>○ To represent proactively the Academy at a range of external meetings, presenting the Academy's views and positions persuasively and authoritatively.</li> </ul>

- To identify opportunities to take forward the Academy's approach to international research mobility and immigration policy.
- To manage the endorsement application process and endorsement review process in relation to the Global Talent visa, ensuring the Academy meets service standards, is cognisant of the risks entailed and develops the process through continual improvement.
- Work closely with the Foreign Secretary & Vice-President, a Chair and Academy Fellows to oversee the application and endorsement review processes, liaise with them as required.
- To provide support for relevant committees and undertake analysis and background research (including at times drafting work for publication).
- To help manage a budget related to appropriate international activities, including payments, financial monitoring and reporting.
- 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.
- 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.
- To undertake additional tasks and responsibilities across the international portfolio as programmes and activities develop.

# 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 written application stage.

*Desirable Criteria* can be identified in italic font.

POST:	Senior International Policy Adviser (Mobility)
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 and projects*</li><li>○ Experience of working within and contributing to a team*</li><li>○ Track record of effective external engagement, particularly within Whitehall and the research community*</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 UK public policy landscape*</li><li>○ Knowledge of data protection and understanding of GDPR (desirable) *</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><li>○ High level of literacy, numeracy and IT skills</li></ul>

	<ul style="list-style-type: none"> <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>
<p>Personal style and Behaviours</p>	<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> <li>○ Support for the British Academy's organisational values (collaboration, creativity, empathy, excellence, integrity, resilience and respect)</li> </ul>
<p>Other Requirements</p>	<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> <li>○ Demonstrates commitment to the Academy's Equality, diversity and inclusion (EDI) policies and objectives</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 (Mobility)

## Office 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
- Hybrid Working model

