



Senior International Policy Adviser

Recruitment pack | August 2021

Senior International Policy Adviser

27 August 2020

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 – ISPA. 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 - **Applications must be received by 12pm (GMT) Thursday 23 September.**

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at 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

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

The British Academy's international team 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

You will have a leading role in taking forward the Academy's international engagements and policy advice. Working with colleagues, Academy Fellows and the researchers we support you will lead on strands of the Academy's diverse and fast-moving international policy portfolio. You will be a primary lead and source of expertise for the Academy's international engagement with significant responsibility to represent the Academy externally. This is an opportunity to gain unique exposure to international policy engagement working at the interface of research, policy and practice with stakeholders globally.

Job Description

JOB TITLE:	Senior International Policy Adviser
LOCATION:	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
REPORTS TO:	Deputy Head of International (Engagement)
STAFF SUPERVISED:	x1 International Policy Adviser
Purpose of the role	
OVERALL OBJECTIVE:	To take a leading role in delivering the Academy's diverse and fast-moving international policy portfolio at the interface of research, policy and practice with stakeholders globally, acting as a source of expertise for the Academy's international engagement and representing the Academy significantly externally.
MAIN DUTIES:	<ul style="list-style-type: none"> ○ To act as a source of expertise on international engagement and international policy processes and policymaking. ○ To develop and deliver evidence-based advice and to take a lead role in the preparation of policy reports, briefings and consultation responses, working closely and collaboratively with colleagues, researchers, Fellows and other stakeholders. ○ To identify, cultivate and build relationships with key external stakeholders, including the research community, the UK Government, and partners internationally. ○ To represent the Academy at a range of external meetings, presenting the Academy's views and positions professionally and authoritatively. ○ To identify opportunities to demonstrate the breadth, value and impact of the Academy's international programmes and activities. ○ To provide support for relevant committees and panels, undertake analysis and background research (including at times drafting work for publication).

	<ul style="list-style-type: none"> ○ To help manage a budget related to appropriate international activities, including payments, financial monitoring and reporting. ○ To provide advice, support, briefings and reports for relevant Academy Officers, Committees and personnel relating to the international dimensions of the Academy's work. ○ To manage the International Programme Adviser and to support their professional development ○ To work collaboratively within the British Academy and be responsible for staff as appropriate, and to liaise effectively internally 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 application stage.

POST:	Senior International Policy Adviser
DIRECTORATE:	Research
Experience & Qualifications	<ul style="list-style-type: none"> ○ Undergraduate degree or equivalent qualification, ideally in a humanities or social sciences discipline* ○ Experience of managing staff in an office or remote working setting (desirable)* ○ Experience of working within and contributing to a team* ○ Experience of working in a policy environment and producing policy-focused outputs* ○ Experience of preparing and managing budgets for specific activities and/or programmes*

	<ul style="list-style-type: none"> ○ Track record of effective engagement with policymakers in the UK and/or internationally*
Knowledge	<ul style="list-style-type: none"> ○ Knowledge of UK and international higher education and research environment* ○ Knowledge of international policy debates, processes and policymaking*
Skills	<ul style="list-style-type: none"> ○ Highly organised with excellent time management skills ○ Ability to perform effectively under pressure, accurately and with attention to detail, often balancing competing priorities ○ High level of literacy, numeracy and IT skills ○ Excellent written and verbal communication skills* ○ Strong analytical and problem-solving skills ○ Diplomatic and tactful, cognisant of different cultural contexts
Personal style and Behaviours	<ul style="list-style-type: none"> ○ Confident, enthusiastic, pro-active open-minded attitude to work ○ Professional and confident approach when dealing with a variety of people ○ Maintains, demonstrates, and expects high levels of honesty and integrity ○ Responsive, flexible, and willing to work across a range of tasks within changing priorities ○ Positive attitude to challenges and co-operation with colleagues ○ Personal commitment to the values, vision and objectives of the organisation ○ Support for the British Academy's organisational values (collaboration, creativity, empathy, excellence, integrity, resilience and respect)
Other Requirements	<ul style="list-style-type: none"> ○ Commitment to high quality service and efficiency in all aspects of the organisation's operations ○ Demonstrates commitment to the equality, diversity and inclusivity ○ Willing to travel on British Academy business, both within UK and overseas

	<ul style="list-style-type: none">○ Able to be flexible about working location and hours, on occasion
--	---

Terms and Conditions of Employment

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

Position

Senior International Policy Adviser

Location

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

Remuneration

Circa £36,100 per annum

Hours of work

35 hours a week, Monday to Friday

Annual Leave

34 days (plus 8 bank holidays)

Additional benefits include:

- a defined-benefit pension scheme
- annual pay review
- interest-free season ticket loans
- a stunning, Grade I listed building
- enhanced family-friendly benefits and sick pay
- social activities
- a subsidised canteen
- hybrid-working – working in the Academy's office location and working from home

Key Dates

Closing date for completed applications *12pm, Thursday 23 September 2021*

Shortlisted candidates to be informed *Thursday 7 October 2021*

Interviews to take place *Thursday 14 October 2021*