



Policy Adviser (Higher Education & Skills)

Recruitment pack | Oct 2021

Policy Adviser (Higher Education & Skills)

12 October 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 –PA (HE and Skills). 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) Monday, 1 November 2021**

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,

Molly Morgan Jones
Director of Policy

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.

Equality, Diversity & Inclusion statement

As a key part of our People Strategy, the British Academy is committed to creating a diverse and inclusive working environment, promoting equal opportunity, and addressing under-representation. We welcome applications from people of all backgrounds. We will make reasonable adjustments to support disabled job applicants and offer an interview to those meeting the minimum selection criteria.

You can find more information on the Academy's vision and current activities [here](#).

The Policy Directorate

The Academy's higher education and skills policy work aims to raise the profile and demonstrate the value of the humanities and social sciences, giving voice to Fellow's and wider research in our disciplines, by maximising opportunities to contribute to, react to and inform the place and contributions of our disciplines in the higher education and research ecosystem. The team's work programme consists of a mixture of pro-active policy projects which inform and establish an evidence base for our disciplines' contributions within and to the higher education, research, societal and economic landscape, and more responsive policy work which reacts to policy developments in the sector.

The current work programme includes activity on SHAPE skills and skills policy, research cultures, health of the disciplines, research policy and place, the future of higher education, and languages; along with an ongoing programme of small projects, engagement activities, policy seminars, debates and other public events. The team sits within the Policy Directorate. It is an exciting time to be joining the team as you will be able to take on a well-established and strong team, but also shape the way the British Academy conducts its policy activities in future.

The Role

The Policy Advisor role will work primarily on supporting the development and delivery of a range of policy projects within the Higher Education and Skills policy team, as well as supporting on cross-Directorate projects as appropriate. The ideal candidate will have the opportunity to shape and contribute to new ways of approaching our higher education and skills policy activities, aligning these with our directorate and Academy-wide strategies. We are looking for someone who can be both proactive and collaborative in developing and implementing creative and innovative ideas and concepts in policy research and analysis.

The Higher Education and Skills Policy team is undertaking a new programme of work in the coming year under the heading of 'a vision for SHAPE research and innovation in 2030', informed by ongoing monitoring and data collection and analysis through the SHAPE Observatory function. The Vision 2030 concept aims to make the most of the synergies between ongoing strands of work, provide opportunity to highlight areas that currently receive little visible attention, and enable the team to integrate some new themes to address emerging policy priorities. The new postholder will have an exciting opportunity contribute to the design and delivery of programmes of work under these two broad headings of a SHAPE vision and the SHAPE Observatory.

Job Description

Identification of job	
JOB TITLE:	Policy Adviser (HE & Skills)
LOCATION:	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH / Home working (Hybrid Working Model in place)
REPORTS TO:	Deputy Head of Policy (HE & Skills)
STAFF SUPERVISED:	None
Purpose of the job	
OVERALL OBJECTIVE:	The overall purpose of the position is to support the delivery of the Academy's Higher Education and Skills programmes, undertaking and delivering policy projects and/or programmes, themes and related engagement activities as determined by the needs of the SHAPE Vision and SHAPE Observatory programmes at the time of joining
MAIN DUTIES:	<p>The role may include a wide range of duties that will vary according to the needs of specific projects, programmes and the team and Directorate, including:</p> <ul style="list-style-type: none"> ○ To manage and deliver specific projects, sometimes within larger programmes, including undertaking policy analysis and synthesis, overseeing the development and delivery (including organisation) of activities (including events) and other initiatives which form part of the project, contributing to published reports and other outputs as relevant, and monitoring project impacts. ○ To oversee, and provide support for, partners, researchers and consultants as part of the project or wider programme.

- To undertake policy analysis and research (including at times drafting work for publication) and to draw up briefings, statements, speeches, promotional material, project web pages and other internal and external communications.
- To monitor, research and analyse relevant external developments, identifying opportunities for the programme.
- To represent the Academy and present its work externally at meetings with stakeholders and other key audiences.
- To contribute to developing links, networks and collaborations with appropriate organisations and stakeholders, including individuals and projects funded by the programme.
- To manage any associated budgets, including allocation, payments and financial monitoring.
- To support the Interim Head of Policy (HE and Skills) and senior policy advisors working on the development of new programmes, including the shaping and prioritising of the programme of activity, supporting the wider project team where necessary.
- To support relevant Academy committees and groups, drafting agendas, papers and minutes.
- To work with other Academy departments (including research awards, international, communications and other policy teams) to ensure:
 - Joined up activity, where appropriate; and
 - Relevant and timely communication and messaging of the programme's activities.
- To support for Academy activities including Council, Section meetings, etc, as requested from time to time.

Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate the required knowledge, skills and experience.**

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

Desirable Criteria can be identified in italic font.

POST:	Policy Adviser (HE & Skills)
DIRECTORATE:	Policy
Experience & Qualifications	<ul style="list-style-type: none"> ○ Experience in a relevant role in a policy-focused environment.* ○ Experience of producing short policy briefings and/or longer in-depth reports.* ○ Experience in project management, including designing, leading, monitoring and reviewing project activities.* ○ Experience of building and maintaining relationships with stakeholders.* ○ Experience of event organisation. ○ Experience of setting up budget plans and managing expenditure effectively. ○ <i>Experience of working with committees/workgroups.</i> ○ <i>Experience in policy development.</i> ○ <i>A professional qualification or completion of a course in project management and/or events management.</i> ○ <i>Educated to degree level or equivalent experience.</i> ○ <i>Experience in a higher education or research sector environment.</i>
Knowledge	<ul style="list-style-type: none"> ○ An understanding of politics and policymaking in the UK.* ○ Demonstrable understanding of the UK higher education and research policy landscape.* ○ Understanding of the policy context for arts, humanities and social sciences research and other activities.

<p>Skills</p>	<ul style="list-style-type: none"> ○ Excellent verbal and written communication including fluency in English (written and spoken) and a high level of numeracy.* ○ Excellent research, analytical and problem-solving skills.* ○ Good organisational and project management skills. ○ Ability to meet deadlines under pressure, often balancing conflicting priorities. ○ Ability to communicate effectively with external colleagues and work in partnership with other organisations. ○ <i>Skills in data analysis and report production.</i>
<p>Personal style and Behaviours</p>	<ul style="list-style-type: none"> ○ Support for the British Academy’s organisational values (collaboration, creativity, empathy, excellence, integrity, resilience and respect). ○ A professional and confident approach when dealing with a variety of people. ○ Willing to work flexibly within changing priorities. <p>Ability to work independently, and also collaboratively as part of a wider team and across different departments.</p>
<p>Other Requirements</p>	<ul style="list-style-type: none"> ○ Able to be flexible about working hours on occasions.

Terms and Conditions of Employment

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

Position

Policy Adviser (HE & Skills)

Location

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

Remuneration

£31,350 per annum

Hours of work

9am to 5pm - Monday to Friday

Annual Leave

34 days (not including 8 bank holidays)

Our benefits package includes:

- a subsidised canteen
- a defined benefit pension scheme (16% employer contribution)
- interest-free season ticket loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including 8 bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay and merit awards
- social activities

