



International Policy Adviser

Recruitment pack | June 2022

International Policy Adviser

30 June 2022

Dear Applicant,

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

To apply please:

- Provide an up-to-date CV which shows your full career history with any breaks explained – this should be no longer than two pages (all CVs received which are above two pages will not be considered);
- Write a supporting statement detailing how you are a suitable candidate for this post and how you fulfil the role profile and person specification – this should be a maximum of one page (all supporting statements received which are above one page will not be considered);
- Indicate if you cannot attend on the date scheduled for interviews.

Please ensure your CV and supporting statement are received as a combined document with your full name as the title of the document (any application received not following this format will not be considered).

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk

Applications must be received by 12pm (GMT) Wednesday 31 August 2022.

Please contact the HR team, if you have any questions or queries at hrteam@thebritishacademy.ac.uk

Although our expectation is to recruit one candidate through this recruitment round, over the coming months there may be other similar opportunities either in the International Team or elsewhere in the Research Directorate that become available, and so will be in touch with unsuccessful shortlisted candidates who apply for this role should these additional opportunities arise.

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.

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 applicants with a disability 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 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 international 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 the 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 help take forward the Academy's international engagements and policy advice. Working with colleagues, Academy Fellows and the researchers we support you will work on strands of the Academy's diverse and fast-moving international policy portfolio. You will manage a set of discrete projects and associated activities related to the Academy's international thematic priorities, particularly those related to European and EU engagement, including EU Framework Programmes for Research and Innovation, and other activities focusing on Just Transitions and Net-Zero. You will be a source of expertise for the Academy's international engagement with 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:	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 (Special Projects & Net Zero)
STAFF SUPERVISED:	N/A
Purpose of the role	
OVERALL OBJECTIVE:	To contribute to the development and delivery of the Academy's European programmes as well as to help deliver 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 externally.
MAIN DUTIES:	<p>The role may include a wide range of duties that will vary according to the needs of specific projects and programmes, including:</p> <ul style="list-style-type: none"> ○ To contribute to the development and delivery of the Academy's Europe portfolio of work as well as manage and deliver specific projects, sometimes within larger programmes, including undertaking international engagement, overseeing the development and organisation of activities, including events, and other initiatives, the management of publication processes, and various engagement, promotion and dissemination activities, and monitoring project impacts. ○ To help in the preparation of policy reports, briefings and consultation responses, working closely and collaboratively with colleagues, researchers, Fellows and other stakeholders. ○ To take a lead role in preparing summary notes of expert discussions, statements, consultation responses and policy briefings, including undertaking appropriate follow-up. ○ To assist committees, steering and working groups to help deliver strategic projects.

- To identify, cultivate and maintain relationships with partners and experts in the UK and internationally, and ensure the effective use of expertise and engagement necessary for the delivery of activities.
- To monitor specific project budgets, including financial tracking of spend against budget, making payments, ensuring records are kept accurately, and supporting the team's budget planning, monitoring and forecasting.
- To be a source of advice, support, briefings, speeches, papers and reports for relevant Academy officers, committees, expert panels and personnel.
- To monitor, research and analyse relevant external developments, identifying appropriate opportunities for the International Team.
- To represent the Academy in external meetings, where appropriate, presenting the Academy's views and positions professionally and authoritatively.
- To work closely with colleagues across the Academy to proactively identify and maximise the impact of existing and potential synergies across various activities.
- To contribute to a culture of continuous improvement and flexibility in the team and support the team in achieving other team and Academy objectives.
- To undertake additional tasks and responsibilities as requested.

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:	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 meeting/event organisation and management* ○ Experience of working in a policy environment and producing policy-focused outputs* ○ Experience of budget planning and monitoring (<i>desirable</i>)* ○ Experience of working with committees/expert panels/steering groups* ○ Track record of effective engagement with policymakers in the UK and/or internationally*
Knowledge	<ul style="list-style-type: none"> ○ Knowledge of international policy debates, processes and policymaking* ○ Demonstratable understanding of the European and EU research and policy landscape (<i>desirable</i>) *
Skills	<ul style="list-style-type: none"> ○ Highly organised with excellent time management skills ○ Strong analytical and problem-solving skills ○ Excellent interpersonal skills, able to communicate effectively with people at all levels and offer appropriate advice ○ Excellent written and verbal skills ○ Experience of working independently with excellent attention to detail ○ Ability to work on own initiative, plus lead and direct a team ○ Flexible, pragmatic and a problem solver

	<ul style="list-style-type: none"> ○ Demonstrable ability to lead a high performing team ○ High level of literacy and numeracy ○ Demonstrable ability to meet deadlines whilst under pressure with accuracy and attention to detail ○ Maintains and expects high levels of honesty and integrity ○ Strong IT skills and the capability to learn new IT skills readily
<p>Personal style and Behaviours</p>	<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)
<p>Other Requirements</p>	<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 ○ 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

International Policy Adviser

Location

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

Remuneration

£31,350 per annum

Hours of work

35 hours - 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 awards
- social activities

Key Dates

Closing date for completed applications	<i>12pm, Wednesday 31 August 2022</i>
Shortlisted candidates to be informed	<i>Thursday 15 September 2022</i>
Interviews to take place	<i>w/c Monday 26 September 2022</i>