



Policy Adviser (Public)

Recruitment pack | August 2022

Policy Adviser (Public)

04 August 2022

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 – Policy Adviser**. 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 **12noon (GMT) Monday 05 September 2022**

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

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 public 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 the public policy process. The team's work programme consists of a mixture of pro-active public policy projects and more responsive policy work and covers a wide range of potential policy topics.

The current public policy work programme is focused on four core themes. These themes are: social and cultural infrastructure; sustainability of people and planet; governance, trust and voice; and digital society. Alongside these four themes there is an ongoing programme of small projects, engagement activities, policy seminars, debates, and other public events.

The team sits alongside the Higher Education and Skills Policy Team within the Policy Directorate. We are looking at new ways of working across the directorate, and you will be able to help shape the way the British Academy conducts its policy and engagement activities in future.

The Role

It is an exciting time to join the team as it works on a range of programmes and projects within the four core themes set out above, aiming to bring fresh thinking, insight and thought-leadership to complex, cross-cutting societal challenges. The role will include an initial focus on social and cultural infrastructure, and the postholder will work on a range of activities within this theme. This includes a collaborative research programme in partnership with Power to Change, the Institute for Community Studies (ICS) and the Bennett Institute for Public Policy at the University of Cambridge. The programme is exploring international policy interventions that aim to strengthen social infrastructure in order to draw out learning or inspiration that would be useful for UK policymakers, alongside peer research into community definitions and understandings of social infrastructure in the UK. The research project sits alongside a series of roundtables aimed at exploring the importance of social infrastructure with key government departments including DCMS and DLUHC, and the postholder would have the opportunity to contribute to the development of a thematic policy briefing series on intersections between social infrastructure and key policy areas such as health, crime, the environment, youth provision, and education. Additionally, the Understanding Communities collaboration between the British Academy and the Nuffield Foundation focuses on informing policy and practice on how communities can improve well-being across the UK.

There will also be opportunity to work in some of the other core public policy themes.

The postholder will also support the delivery of the Innovation Fellowships scheme, which offers funding and support for researchers in the humanities and social sciences to partner with organisations and business in the creative and cultural, public, private, and policy sectors to address challenges that require innovative approaches and solutions.

Job Description

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| Identification of job | |
| JOB TITLE: | Policy Adviser (Public) |
| LOCATION: | The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH |
| REPORTS TO: | Senior Policy Adviser |
| STAFF SUPERVISED: | None |
| Purpose of the job | |
| OVERALL OBJECTIVE: | The overall purpose of the position is to support the delivery of the Academy's Public Policy programmes, undertaking and delivering projects, reports, events and activities relating to public policy, in particular on those programmes which align directly with current government policy priorities. |
| 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. |

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| | <ul style="list-style-type: none">○ To undertake policy analysis and synthesis (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 Head of Policy (Public), the Senior Futures Lead, 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:<ul style="list-style-type: none">● Joined up activity, where appropriate; and● Relevant and timely communication and messaging of the programme's activities.○ To support Academy activities including Council, Section meetings, etc, as requested from time to time. |
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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 written application stage.

Desirable Criteria can be identified in italic font.

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| POST: | Policy Adviser (Public) | |
| DIRECTORATE: | Policy | |
| Requirements | Essential | Desirable |
| Experience, Knowledge & 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.* ○ An understanding of politics and policymaking in the UK* ○ A working knowledge of salient public policy issues.* | <ul style="list-style-type: none"> ○ <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> ○ <i>Knowledge of a range of policy research, analysis and synthesis methodologies and techniques, such as horizon scanning, literature reviews, data analysis, etc.</i> ○ <i>Experience of setting up budget plans and managing expenditure effectively.</i> |

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| <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 | <ul style="list-style-type: none"> ○ <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 ○ Ability to work independently, and also collaboratively as part of a wider team and across different departments. | |
| <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 (Public)

Location

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

Remuneration

£31,350 per annum

Hours of work

35 hours - Monday to Friday

Annual Leave

34 days (not including 8 bank holidays)

Our benefits package includes:

- a defined benefit pension scheme
- interest-free season ticket loans
- interest-free bicycle 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 review
- social activities
- hybrid working

Key Dates

Closing date for completed applications 12noon, *Monday 05 September*

Shortlisted candidates to be informed 15 September

Interviews to take place w/c 19 September