

# Policy Adviser (Higher Education & Skills)

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Recruitment pack | August 2018

# Policy Adviser (Higher Education & Skills)

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20<sup>th</sup> August 2018

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 an up-to-date CV which shows your full career history with any breaks explained – we recommend that this is no longer than three pages;
- Write a supporting statement detailing how you are a good candidate for this post and how you fulfil the role profile & person specification – we recommend that this should be a maximum of two pages;
- Indicate if you cannot attend during the week scheduled for interviews

**Please ensure your full name is on all documents and saved as either:**

**Name/CV**

**Name/supporting statement**

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

**Applications must be received by 5pm on Monday 17<sup>th</sup> September 2018.**

Please contact Giuseppe Scannapieco, HR, if you have any questions or queries at [giuseppe@britac.ac.uk](mailto:giuseppe@britac.ac.uk)

We look forward to hearing from you.

Yours sincerely,

Barbara Limon

**Interim Director of Policy & Engagement  
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 inspire, recognise and support excellence in the humanities and social sciences, throughout the UK and internationally, and to champion their role and value.

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 published last year and running to 2020 has four main objectives:

- Championing the Humanities and Social Sciences
- Advancing Excellent Research
- Shaping Policy and Public Understanding
- Delivering Global Leadership in Research

# The HE & Skills Policy Team

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The Higher Education and Skills Policy team is one of three policy teams at the British Academy. It leads the Academy's work on championing the humanities and social sciences throughout the education system, focused on seeking to influence national policies to support and protect the health of our disciplines and promoting their value.

The team has a broad portfolio of project-based work and responsive policy activity covering a wide range of topics and this role would work across many of these. Current priorities include projects on celebrating the skills gained through the study of the humanities and social sciences and the contribution which graduates make in society and the economy, making a fresh case for investment in research across the disciplines, and exploring the links between research and teaching in higher education, in the context of the creation of the Office for Students and UK Research and Innovation.

We work regularly with the other national academies and other key organisations in the higher education sector, and we host important meetings and events to discuss policy issues with influential parties from across our disciplines and the education sector. We have ongoing streams of work connected to the Research Excellence Framework, the importance of languages, and the development of quantitative skills within the humanities and social sciences.

Our work is overseen by the Academy's Research and Higher Education Policy Committee and informed by a Higher Education Policy Development Group made up of both Fellows and external members. The team provide support and regular updates to the committees, who meet throughout the year.

# Job Description

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## Job Purpose

The overall purpose of the position is to support the delivery of the Academy's Higher Education and Skills Programmes (HES), undertaking and overseeing projects, reports and activities relating to higher education and skills policy.

## Main duties and Responsibilities

1. To deliver specific projects, overseeing the production of published reports and other outputs, as well as the organisation of events and meetings.
2. To oversee, and provide support for, partners, researchers and consultants as part of the programme.
3. To undertake analysis and research (including at times drafting work for publication) and to draw up briefings, statements, speeches, and promotional material.
4. To monitor, research and analyse relevant external developments, identifying opportunities for the programme.
5. To represent the Academy and present its work externally at meetings with stakeholders and other key audiences.
6. To contribute to the development of links, networks and collaborations with appropriate organisations and stakeholders, including individuals and projects funded by the programme.
7. To take a lead role in the monitoring and evaluation of the programme activities, providing advice on matters of policy and process and the development of relevant case studies and quantitative evidence on the HES programme.
8. To manage the associated budget, including allocation, payments and financial monitoring.

9. To support the Head of Policy (HE & Skills) and Deputy Head of Policy (HE & Skills) in the development of the HES Programme, including the shaping and prioritising of the programme of activity, supporting the wider HES team where necessary.
10. To support relevant committees and groups, drafting agendas, papers and minutes.
11. Working with the research awards, international, communications and policy teams within the Academy to ensure:
  - Joined up activity, where appropriate; and
  - Relevant and timely communication and messaging of the programme's activities.
12. Working with colleagues on the development and maintenance of the web pages and other internal and external communication activities.
13. To work as part of the wider Academy to ensure an integrated and joined-up approach across the organisation.
14. Other support for Academy activities including Council, Section meetings, etc, as requested from time to time.

# Person specification

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Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate experience in relation to the essential criteria.**

## Experience and qualifications

- Educated to bachelor's degree level or equivalent – ESSENTIAL
- Experience in a relevant role in a policy-focused environment - ESSENTIAL
- Experience of producing short policy briefings and/or longer in-depth research reports - ESSENTIAL
- Experience of building and maintaining relationships with stakeholders - ESSENTIAL
- Experience of event organisation - ESSENTIAL
- Experience of setting up budget plans and managing expenditure effectively – ESSENTIAL
- Experience of providing administrative support to committees or working groups - DESIRABLE

## Knowledge

- Understanding of the UK's education, skills and employment landscape. – ESSENTIAL
- Knowledge of research funding and the UK Higher Education sector – DESIRABLE
- Knowledge of skills policy - DESIRABLE

## Skills

- High level of literacy and numeracy
- Fluency in English
- Excellent organisational and project management skills
- Excellent research, analytical and problem-solving skills
- Excellent verbal and written 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

## Personal style and behaviours

- 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 as part of a wider team

## Other requirements

- Able to be flexible about working hours on occasions

# Terms and Conditions of Employment

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

## **Position**

Policy Adviser (HE & Skills)

## **Location**

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

## **Remuneration**

Circa £30k per annum

## **Hours of work**

9am to 5pm - Monday to Friday

## **Annual Leave**

34 days plus 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
- an interest-free season ticket loan
- annual pay and merit awards
- social activities

# Key Dates

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**Closing date for completed applications**

*Monday 17<sup>th</sup> September 2018*

**Shortlisted candidates to be informed**

*Friday 21<sup>st</sup> September 2018*

**First stage interviews to take place**

*Thursday 27<sup>th</sup> September 2018*