



JOB DESCRIPTION

POST TITLE: Political Affairs Officer
RESPONSIBLE TO: Assistant Director, Political Affairs
GRADE: Operational 1

JOB SUMMARY:

Universities UK is offering an exciting opportunity to be part of a busy political affairs team to support our political engagement and parliamentary campaigning activities.

The post-holder will ideally begin the role in January 2019 and play a significant role in supporting the team to build relationships with politicians, civil servants, think tanks and other key stakeholders to ensure that UUK's strategic priorities and activities inform influential audiences in the most effective way.

The post-holder will have previous experience of working in Westminster or Whitehall, be proactive in identifying opportunities and monitoring key political developments and be able to communicate confidently with a range of stakeholders.

Main responsibilities

The duties of the post will include the following:

- Monitoring political information and parliamentary business and disseminating intelligence across the organisation
- Being the political affairs lead for at least one UUK policy programme
- Leading on briefings and questions for parliamentarians ahead of parliamentary debates and oral questions
- Organising UUK political affairs events, attending events where necessary
- Briefing senior staff and UUK members ahead of political meetings
- Managing day-to-day correspondence with MPs and ministerial offices
- Coordinating collaborative actions with key external stakeholders
- To carry out other duties for the Political Affairs Team as required
- The post-holder will be part of the Communications Group, line-managed by the Assistant Director, Political Affairs. They will be expected to work as part of a cross-functional team on high-priority projects.



This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

PERSON SPECIFICATION

POST: Political Affairs Officer

GRADE: Operational 1

Essential/ Desirable	QUALIFICATIONS AND TRAINING	ASSESSED
A. WORK BACKGROUND AND EXPERIENCE		
<i>Essential</i>	Experience of working in a political, campaigning or communications environment in Whitehall or Westminster	<i>Application form/ interview</i>
<i>Essential</i>	Knowledge and experience of working in a political environment, including experience of supporting engagement with parliamentarians and influencing government.	<i>Application form/ interview</i>
<i>Essential</i>	Educated to degree level	<i>Application form</i>
B. SKILLS AND APTITUDES REQUIRED		
<i>Essential</i>	Extremely high standard of written English including drafting letters, newsletters, and briefings for a range of audiences	<i>Application form/ interview</i>
<i>Essential</i>	Excellent oral communication. Ability to present confidently in internal and external meetings and to respond to enquiries.	<i>Application form/ interview</i>
<i>Essential</i>	Confident in administering events, from arranging invites to catering, and speaker briefings.	<i>Application form/interview</i>
<i>Essential</i>	Be highly organised and well planned with proven experience of strategic coordination of people, information, diary management and relationships.	<i>Application form/ interview</i>
<i>Essential</i>	Ability to provide proactive and timely support within and across different teams on several projects at once. Must be capable of prioritising own workload to ensure key deadlines are met.	<i>Application form/ interview</i>



<i>Essential</i>	Ability to manage and maintain key information and databases such as contact lists.	<i>Application form/ interview</i>
C. SPECIALIST KNOWLEDGE REQUIRED		
<i>Essential</i>	Working knowledge of how UK Parliament operates, the legislative process, and how to use parliamentary procedures to highlight priority issues	<i>Application form/ interview</i>
<i>Desirable</i>	Knowledge and experience of the higher education sector and policy development.	<i>Application form/interview</i>
<i>Desirable</i>	Experience or knowledge of working with other parliaments/national assemblies	<i>Application form/interview</i>
D . PERSONAL QUALITIES		
<i>Essential</i>	Flexibility to the needs of the organisation, including attendance of party conferences, evening and breakfast events when required.	<i>Application form/ interview</i>
<i>Essential</i>	Ability to secure results and willingly tackles demanding tasks.	<i>Application form/ interview</i>
<i>Essential</i>	Ability to work under pressure in a calm, professional and efficient manner.	<i>Application form/ interview</i>



Universities UK

Political Affairs Officer

London

Salary: £28,174 + benefits

Universities UK is offering an exciting opportunity to be part of a busy political affairs team to support our political engagement and parliamentary campaigning activities.

The Political Affairs Officer will play a significant role in supporting the team liaise with politicians, civil servants, think tanks and other key stakeholders to ensure that UUK's strategic priorities and activities inform influential audiences in the most effective way.

Applicants will have previous experience in Westminster and Whitehall, be highly organised and proactive in identifying opportunities and monitoring key political developments and confident with communicating with a range of stakeholders.

For further information and to apply please visit <http://www.uukjobs.co.uk/vacancies.aspx>

Closing date: 10pm on 19 November 2018

Interviews: 30 November 2018

The successful candidate will start the role in January 2019.