

# Universities UK Policy Group

## Policy Manager

### Summary

We are currently seeking a Policy Manager who will play a crucial role at Universities UK in shaping higher education policy. The post-holder will have the skills and capabilities needed to devise and deliver projects and programmes of work across several high profile and complex areas. This will require a proactive approach combined with the ability to identify priority policy issues for UUK, a strong understanding of the evidence and political environment universities operate in, and the ability to develop new policy thinking that is credible and influential.

### Responsibilities

- Initiate and deliver projects and programmes of activity that ensure Universities UK is well placed to provide leadership and shape the higher education policy agenda.
- Ensure UUK's policy work is influential and has maximum impact working with colleagues across UUK on advocacy, communications and media activity. This includes representing UUK publicly where necessary and relevant, and contributing to the production of outputs across a range of media.
- Build strong and influential networks with senior level decision makers and influencers in the higher education sector, government and agencies, and with wider stakeholders.
- Lead and manage cross-functional teams in support of the delivery of UUK's policy work. This will require bringing together the right skills and resources internally, and developing a high performing team.
- Identify and pursue new opportunities for securing external funding for Universities UK activity.
- Contribute to the leadership and effective management of the Universities UK Policy Group as a whole.

This specification reflects the core activities of the role, but from time to time there will inevitably be changes and new priorities will emerge. The post-holder will be expected to recognise this and be flexible in his/her approach. Training and support will be provided where relevant.

This role will be based in the Policy Group within Universities UK (UUK), which is responsible for developing and delivering high quality policy, research and analysis in areas of critical importance to the future strength and health of the UK higher education sector. The group has a high performance culture, carrying out advocacy and policy development to lead the higher education agenda and undertaking research and analysis to strengthen the evidence base for policy making.

## Person Specification

	<b>Knowledge</b>	<b>ASSESSED</b>
Essential	Educated to degree level or equivalent	Application Form
Desirable	A postgraduate qualification, in a subject relating to higher education, public policy and/or economics, or policy development in general	Application Form
Desirable	Knowledge of the UK higher education system	Scoring/Application Form/Interview
	<b>Skills and Experience</b>	
Essential	Demonstrable ability to identify priorities and lead new policy thinking or develop policy positions in response to external policy changes.	Scoring/Application Form
Essential	Demonstrable ability to use, present, and strengthen the evidence base to inform policy outputs and new policy thinking and ideas.	Scoring/Application Form
Essential	Demonstrable ability to manage complex, multi-party policy focused programmes and projects through to successful delivery. This includes the ability to prioritise issues, coordinate and manage resources, keep to timelines, and disseminate and promote maximum impact.	Scoring/Application Form
Desirable	Financial management and reporting skills eg ability to set and manage a budget.	Scoring/Application Form
Desirable	Ability to identify and pursue opportunities to secure external funding in support of UUK's activities.	Scoring/Application Form
Essential	Demonstrable ability to work effectively with a communications function, working in or leading cross-functional teams in support of specific policy programme or project aims	Scoring/Application Form
Essential	Demonstrable ability to build strong networks and develop effective partnerships with stakeholders and other organisations.	Scoring/Application Form/Interview
Essential	Excellent oral communication skills – able to work with colleagues with a range of skills and expertise, and to communicate effectively at the most senior levels. This includes having the confidence and authority to win the trust of senior-level stakeholders, and to represent UUK effectively in the public sphere	Scoring/Application Form/Interview

Essential	Excellent written communication skills, with the ability to draft reports, provide concise briefings, and communicate complex issues in an accessible way.	Application Form/Interview
Essential	Strong negotiating and influencing skills, including the ability to effect change	Interview
Essential	Ability to exercise political judgement and awareness, and to make decisions accordingly	Interview