

## JOB DESCRIPTION

### Policy Researcher

#### General

The Policy Group within Universities UK is responsible for providing insights and evidence on the critical issues facing UK higher education. We examine the impact of past and current policies and develop future policies to support the strength and health of the UK higher education system. Our programmes of activity shape how higher education affects students, universities and the government.

Policy researchers within policy group typically work across a number of different areas to gain a breadth of experience, and are key in undertaking the research that underpin our policy positions. Policy researchers work across different programme teams and take on responsibility for managing specific aspects of programmes and substantive tasks.

A policy researcher will have demonstrable research skills, a strong interest in public policy, excellent communication (including writing) skills and the ability to manage their own workloads to deadlines that reflect a fast-moving policy environment. Familiarity with higher education issues would be an advantage, but is not essential.

More information on the work of the Policy Group is available here:

<http://www.universitiesuk.ac.uk/policy-and-analysis/Pages/policy-and-analysis.aspx>

#### Responsibilities

- Undertaking policy research and analysis as part of a multi-disciplinary team aiming to deliver a programme or specific project that will shape the future higher education agenda. Policy researchers will usually work on multiple projects or programmes at any one time.
- Gathering, analysing and interpreting evidence from a wide range of sources to inform and support the development of UUK's policy positions, to create the best policy conditions for UK universities to achieve far reaching economic, civic and cultural impacts.
- Communicating UUK's policy positions to key decision makers and thought-leaders through a wide range of channels including but not limited to presentations, written reports, blogs, responses to government consultations and parliamentary inquiries.
- Building strong links and networks with colleagues outside the organisation to influence the higher education environment, including stakeholders in government, industry, think tanks, student representative organisations and higher education sector agencies.
- Any other duties as required by the Director of Policy or Deputy Director of Policy, cognate with the responsibilities set out above.

## PERSON SPECIFICATION: Policy researcher

	<b>Essential</b>	<b>ASSESSED</b>
Research skills		
1 Essential	Educated to degree level, or equivalent, with experience of using research skills	Application form
2 Essential	Ability to gather and interpret relevant evidence from a wide range of sources, analyse the main findings and ascertain the implications for policy	Application form/interview/test
Policy skills		
3 Essential	Ability to understand the wider public policy environment, identify the motivations and needs of different stakeholders, and the policy issues	Application form/interview/test
Communication skills		
4 Essential	Excellent written and oral communication skills, with the ability to tailor communications across a range of audiences from specialists in higher education to the public.	Application form/interview/test
Collaboration skills		
5 Essential	Ability to build positive and constructive relationships with individuals across a range of skills and seniority, both within and outside of an organisation.	Application form/interview
Managing projects and workload		
6 Essential	Ability to manage a workload across multiple projects, prioritise, and deliver to deadlines that can change due to new policy developments.	Application form/interview
	<b>DESIRABLE</b>	<b>ASSESSED</b>
7 Desirable	Knowledge or experience of working with stakeholders in government, higher education and research organisations	Application form/interview