

JOB DESCRIPTION

POST TITLE: Policy Intern

RESPONSIBLE TO: Policy Manager, Universities UK

GROUP: Policy Group

Job Summary: This role is an exciting opportunity to join the Policy Group of Universities UK, the voice for universities in the UK.

The Policy Group within Universities UK is responsible for developing a programme of policy focused activities, underpinned by robust research and analysis, which aim to shape the agenda for higher education in the UK.

The post-holder will provide specific support to our work on immigration and work across other priority projects as required. The post-holder will be based in London.

Responsibilities

There will be two main areas of work for the post-holder.

1. To work with colleagues within the Policy Group in support of UUK's work on immigration policy projects and activities. This will include:
 - Undertaking specific research and analysis to inform UUK's policy development work
 - Communicating research findings through written and digital outputs, and presenting findings to colleagues
 - Developing briefings on key sector issues as required
 - Liaising with internal and external stakeholders and networks as required
 - Supporting project and programme management of our policy work
2. To work with colleagues within the Policy Group in support of UUK's work on a wider range of policy areas, as required.

It is expected that the post holder's time would be split across these two areas but the initial priority will be on supporting immigration policy work. The post holder will also undertake any other duties as required by the Director of Policy, cognate with the responsibilities set out above.

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.

Internships at Universities UK

The internship will aim to give the successful candidate the opportunity to build their skills across a range of areas, including:

1. Monitoring and evaluating policy developments;
2. Written communication: including report writing and writing for the web;
3. Understanding the policy context of higher education and research;
4. Working collaboratively in a team; and,
5. Building relationships with senior stakeholders, including UUK members and wider networks.

Where appropriate, the intern will be able to shadow staff.

About Universities UK

Universities UK is the voice for universities in the UK. Founded in 1918, its mission is to be the definitive voice for all universities in the UK, providing high quality leadership and support to its members to promote a successful and diverse higher education sector. With offices in London, Cardiff and Edinburgh, it promotes the strength and success of UK universities nationally and internationally.

Universities UK currently has 136 members, namely the executive heads of all the UK university institutions and some colleges of higher education.

Universities UK's aims are to:

1. Inform and influence the future agenda for the UK university sector.
2. Support universities in their primary aims of educating students, carrying out research and innovation and strengthening civic society.
3. Provide excellent services for UUK members and for the UK university sector as a whole.
4. Be an effective and efficient organisation.

For more information on our work: www.universitiesuk.ac.uk

PERSON SPECIFICATION

POST TITLE: Policy Intern

RESPONSIBLE TO: Programme Manager, Universities UK

GROUP: Policy Group

Criterion Number	QUALIFICATIONS AND TRAINING	ASSESSED
<i>Essential</i>	A degree or equivalent.	<i>Application form</i>
<i>Desirable</i>	Relevant postgraduate qualification	<i>Application form</i>
A. WORK BACKGROUND AND EXPERIENCE		
<i>Essential</i>	A1. Specialist Proven interest in higher education policy	<i>Application form/interview</i>
<i>Desirable</i>	Experience of working for a membership or network organisation	<i>Application form</i>
B. SKILLS AND APTITUDES REQUIRED		
<i>Essential</i>	B1. Analytical and communication skills Proven analytical and communication skills. A high level of written and spoken English, able to write persuasively, succinctly and accurately.	<i>Application form/interview</i>
<i>Essential</i>	B2. Interpersonal and Team working Skills Excellent interpersonal skills and the ability to work cooperatively in teams with different kinds of people, contributing to team decisions and maintaining team relationships by supporting others.	<i>Application form/interview</i>
<i>Essential</i>	B3. Planning and Organisation Ability to plan and manage several concurrent priorities and to deliver these on schedule.	<i>Application form/interview</i>
<i>Essential</i>	B4. Creative and innovative Takes the initiative. Ability to apply problem solving skills to a range of situations.	<i>Application form/interview</i>

<i>Essential</i>	B5. Computer literate Ability to use the Microsoft Office suite including Excel, Word, Outlook, PowerPoint to an intermediate level. UUK currently uses Microsoft Office 2010	<i>Application form</i>
D. PERSONAL QUALITIES		
<i>Essential</i>	D1 Flexibility Demonstrates ability to act flexibly under pressure	<i>Application form/ interview</i>