

## **JOB DESCRIPTION**

**POST TITLE: POLICY OFFICER – Part Time 0.6FTE**

**Duration: Permanent**

**Salary: £32,048 - £36,742**

**RESPONSIBLE TO: HEAD OF EXTERNAL AFFAIRS AND POLICY OF UNIVERSITIES WALES**

The post holder will work in collaboration with colleagues to support Universities Wales' governing committee and policy networks, and make an active contribution to the development of higher education policy and practice.

Working with the Head of External Affairs and Policy, this role will work to increase the reach and impact of Universities Wales' work, helping deliver Universities Wales' mission to support a university education system which transforms lives through the work Welsh universities do with the people and places of Wales and the wider world.

### **Main Responsibilities**

- To make an active contribution to the development of higher education policy and practice in Wales
- To be responsible for the preparation and co-ordination of Universities Wales submissions and maintaining the necessary contacts with appropriate external partners in the post holders' areas of responsibility. These will include organisations such as the Welsh Government, HEFCW and NUS Wales and other relevant Welsh and UK wide bodies, as required.
- To develop papers and present to Universities Wales committee and any of its sub committees, working groups and ad hoc meetings as required.
- To monitor and advise on developments within the sector that might have particular relevance for the areas on which the policy officer has lead responsibility and other areas when appropriate.
- To monitor developments beyond the sector (e.g. in central and devolved government, key voluntary and professional bodies) that might have particular relevance for the areas on which the post holder has lead responsibility; to scan the horizon for anticipated developments;
- To liaise with UUK on issues, ensuring wherever possible a coordinated approach on issues between Universities Wales, UUK and the other national councils.

- To work effectively as a member of the office team in sharing insights, information and knowledge, providing support to colleagues in a busy working environment, and responding to a high and sometimes unpredictable demand in a flexible manner.
- To undertake such travelling as may be necessary to carry out the duties of the role.
- To undertake such other duties that may be required from time to time.

### **Personal Effectiveness**

- To take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

### **General**

- To show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's equality and diversity policy, UUK's organisational capabilities, and its value of dignity at work.
- To work collegially, and to support all the teams which the post has contact with, in achieving Universities Wales' objectives.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

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: Policy Officer**

**GRADE: Technical**

**DIRECTORATE: Universities Wales**

Essential / Desirable	Qualifications and Training	Assessed
Essential	A degree or equivalent	Application
	<b>A. Work Background and Experience</b>	
Essential	Policy development experience	Interview
Desirable	Political awareness and sensitivity to working in a membership organisation	Application
Desirable	Experience of working in higher education	Application
	<b>B. Skills and Aptitudes Required</b>	
Essential	Excellent written and oral communications skills	Interview (test)
Essential	Well organised and able to plan and prioritise own workload	Interview
Essential	Ability to use appropriate software packages including Microsoft Office	Interview
Essential	A professional approach to work with a willingness to speak honestly, and to be accountable	Interview
Essential	Excellent attention to accuracy and detail	Application
Essential	Ability to plan and manage own time, several projects at once and to deliver them on schedule	Interview (test)
Essential	Ability to understand data and statistics and, by doing so, provide informed opinions to Universities Wales team	Application
Desirable	Ability to communicate in Welsh	Application

	<b>C. Knowledge Required</b>	
Essential	A good understanding of higher education in Wales and the political landscape	Application
Desirable	Specialist knowledge and expertise in particular areas of HE policy.	Interview
	<b>D. Personal Qualities</b>	
Essential	Willing to travel to other parts of Wales, the UK and Europe	Application
Essential	Flexibility to meet the needs of the organisation and ability to multitask in a small office environment	Interview
Essential	Positive attitude while being able to work in a pressurised environment	Interview