

Job Summary

This is an exciting opportunity to Universities UK, the voice for universities in the UK. We are currently recruiting for two Policy Interns. One of the positions will be within the UUK Policy Group working on a range of domestic policy issues, and the second position will be with UUK International supporting their work on international higher education.

The Policy Group within Universities UK is responsible for providing insights and evidence on critical issues facing UK higher education. Our activities shape how higher education affects students, universities, and wider society.

UUKi is the international arm of Universities UK, representing UK universities and acting in their collective interests globally. We actively promote universities abroad, provide trusted information for and about them, and create new opportunities for the sector.

The post-holder will need to be able to work remotely.

Responsibilities

Each post-holder will be required to work with and support colleagues within UUK or UUKi across a range of policy areas. This will include:

- Undertaking specific research and analysis to inform UUK or UUKi's policy development work
- Developing communications including written and digital outputs, and presenting findings to colleagues
- Developing briefings on key sector issues
- Liaising with internal and external stakeholders and networks
- Supporting project and programme management of our policy work
- Providing logistical support across a range of policy areas and projects
- Any other duties as required by their line manager, cognate with the responsibilities set out above

The post-holders' programme of work will be developed in consultation with their line manager.

This job description may 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:

- Monitoring and evaluating policy developments
- Written communication: including report writing and writing for the web
- Understanding the policy context of UK and international higher education and research
- Working collaboratively in a team
- Building relationships with senior stakeholders, including our 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 139 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

About Universities UK International

Our purpose is to enable UK universities to flourish internationally through our unique ability to represent them and act in their collective interests.

Our vision is to be an influential, trusted and credible voice for UK universities internationally which, through our knowledge, expertise, networks and strategic partnerships, adds value to what individual universities can do in working to achieve their international aims.

We aim to:

- **enable** universities to develop and deliver strong international strategies
- **influence** the policy and regulatory environment through our ability to represent UK universities
- **create** diverse opportunities through strategic partnerships

PERSON SPECIFICATION**POST TITLE: Policy Intern****RESPONSIBLE TO: Relevant Deputy or Assistant Director of****GROUP: Policy Group & UUKi**

Criterion Number	QUALIFICATIONS AND TRAINING	ASSESSED
<i>Essential</i>	A degree or equivalent.	<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 interpret evidence, write persuasively, succinctly and accurately.	<i>Application form/ interview/test</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 and Microsoft Teams	<i>Application form/test</i>
D. PERSONAL QUALITIES		
<i>Essential</i>	D1 Flexibility Demonstrates ability to act flexibly under pressure	<i>Application form/ interview</i>