

# JOB DESCRIPTION

## Policy Researcher – Career Development of Researchers

### 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 aim to create the conditions for UK higher education to thrive, in line with our [strategic objectives](#).

The Policy Researcher – Career Development of Researchers is an externally funded fixed-term (24 month) role to support the successful development and secretariat of the Concordat to Support the Career Development of Researchers. The individual will be a full member of the Policy Group team.

A Policy Researcher will have demonstrable research and organisational 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 or research culture 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>

More information on the Concordat to Support the Career Development of Researchers is available here: <https://www.vitae.ac.uk/policy/concordat>

### Responsibilities

- Supporting the governance of the Concordat to Support the Career Development of Researchers, engaging with the chair and members of the Concordat Strategy Group. This includes organising meetings, writing papers, reports and briefings for meetings, and implementing the actions from a recent governance review.
- Undertaking or commissioning research and analysis to support the work of the Concordat Strategy Group, such as monitoring progress on implementation, developing an understanding of institutions' and signatory needs, and the production of a sector wide annual report.
- Supporting and being involved in policy making related to research career development and research culture.
- Building strong links and networks with signatories and relevant stakeholders involved in the implementation of the Concordat, including research funders and partner organisations and universities, as well as potential new signatories to the Concordat.
- Communicating the work of the Concordat Strategy Group to key stakeholders and leaders through a wide range of channels. This includes keeping a website up to date, presentations, written reports, blogs and potentially responses to government consultations and parliamentary inquiries.
- Running events for stakeholders including the organization of an annual forum.
- Any other duties as required by the UUK Policy Group management, cognate with the responsibilities set out above.

## PERSON SPECIFICATION: Policy researcher

	<b>Essential</b>	<b>ASSESSED</b>
<b>Research skills</b>		
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
<b>Policy skills</b>		
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
<b>Communication skills</b>		
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
<b>Collaboration skills</b>		
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
<b>Managing projects and workload</b>		
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

## UUK Values and Behaviours

