<div align="center">**Job advert and description**</div>

Policy Analyst

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, the government and, local and national economies and communities.

We are looking for an individual with a high level of quantitative skills, with the ability to communicate complex findings to non-specialists. The role requires a strong interest in public policy, excellent communication (including writing) skills and the ability to manage workloads to deadlines that reflect a fast-moving policy environment. Familiarity with higher education policy issues would be an advantage but is not essential.
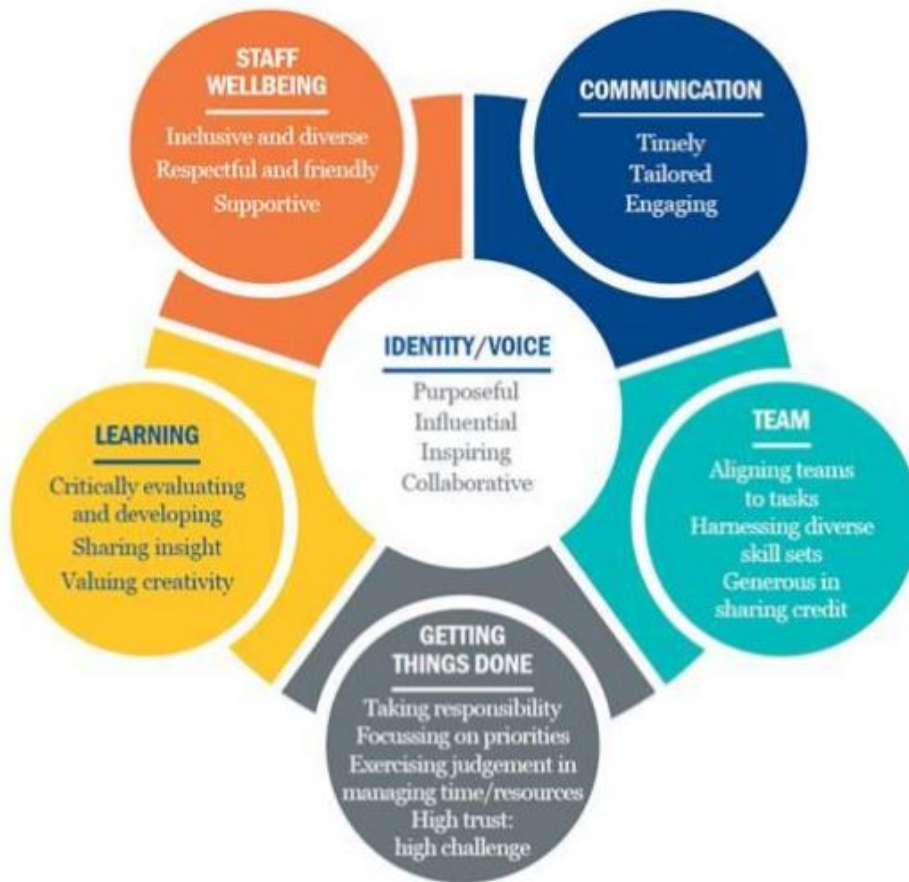
Policy analysts typically work across a number of different areas to gain a breadth of experience and are key in undertaking the research that underpins our policy positions. The role involves working across different programme teams and taking on responsibility for managing specific aspects of programmes and substantive tasks.

More information on what we do is available here: https://www.universitiesuk.ac.uk/what-we-do/policy-and-research

Responsibilities

- Undertaking policy research and analysis as part of a multi-disciplinary team aiming to deliver a programme, or specific projects, that will shape the future higher education agenda. Analysts 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 policy positions, to create the best policy conditions for UK universities to achieve far reaching economic, civic, and cultural impacts.

- Communicating UUK policy positions to key decision makers and thought leaders through a 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, related with the responsibilities set out above.

UUK Values and Behaviours

STAFF WELLBEING
Inclusive and diverse
Respectful and friendly
Supportive

COMMUNICATION
Timely
Tailored
Engaging

IDENTITY/VOICE
Purposeful
Influential
Inspiring
Collaborative

LEARNING
Critically evaluating
and developing
Sharing insight
Valuing creativity

TEAM
Aligning teams
to tasks
Harnessing diverse
skill sets
Generous in
sharing credit

GETTING THINGS DONE
Taking responsibility
Focussing on priorities
Exercising judgement in
managing time/resources
High trust:
high challenge

PERSON SPECIFICATION: Policy analyst

	Essential	ASSESSED
Analytical skills		
1 Essential	Educated to degree level, or equivalent, with experience of quantitative analysis	Application form
2 Essential	Ability to manipulate complex data, use a range of analytical techniques and approaches, and to 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 and explain analytical findings to a wide range of audiences (from analysts specialising 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 the 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
	DESIRABLE	**ASSESSED**
7 Desirable	Knowledge or experience of engaging with stakeholders in government, higher education, and research organisations	Application form/interview