

Job Summary – Policy Intern

This role is an exciting opportunity to join the Policy Group of Universities UK (UUK), the voice for universities in the UK.

The Policy Group at Universities UK plays a leading role in influencing higher education policy nationally. We do this working with our 140 members to develop evidence-based policy positions, and engaging with key stakeholders to ensure our universities can thrive in the years ahead, in line with our [strategic objectives](#).

Our Group of around 25 staff work in multi-disciplinary teams to influence a diverse range of policy issues that matter to universities. Some of our recent priorities are set out [here](#).

Your role will be to support the Policy Group in this mission and to work across a range of priority projects as required. The post-holder's programme of work will be developed in consultation with their line manager upon appointment.

The post-holder will have the flexibility to work from home where appropriate. However, there will be some requirements to attend UUK's London office at Woburn House, 20 Tavistock Square (near Euston station) as we feel there is value to members of staff being in the office to interact with colleagues, support new starters and attend some meetings face to face. At the moment UUK's policy group is trialling office-based working on Tuesdays and Thursdays. This is subject to review.

Responsibilities

The post-holder will be required to work with and support colleagues across a range of policy areas. This could include:

- Undertaking specific research and analysis to inform UUK policy development work
- Developing communications including written and digital outputs and presenting findings to colleagues as well as external stakeholders.
- 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, projects, and networks
- Supporting UUK's engagement with members on key policy issues
- Any other duties as required by their line manager, in line with the responsibilities set out above

This job description may be reviewed and amended in the light of changing professional demands. While not essential for the role, we would be interested in any candidates with a high level of quantitative skills.

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

There will also be the opportunity to access a range of cross-UUK learning and development and networking opportunities. Where appropriate, the post-holder will also be able to shadow staff.

About Universities UK

Universities UK is the voice for universities in the UK. Founded in 1918, our mission is to be the definitive voice for all universities in the UK, providing high quality leadership, and to support our members to promote a successful and diverse higher education sector.

With offices in London, Cardiff and Edinburgh, as well as an international arm in the form of UUK International, we promote the strength and success of UK universities nationally and internationally.

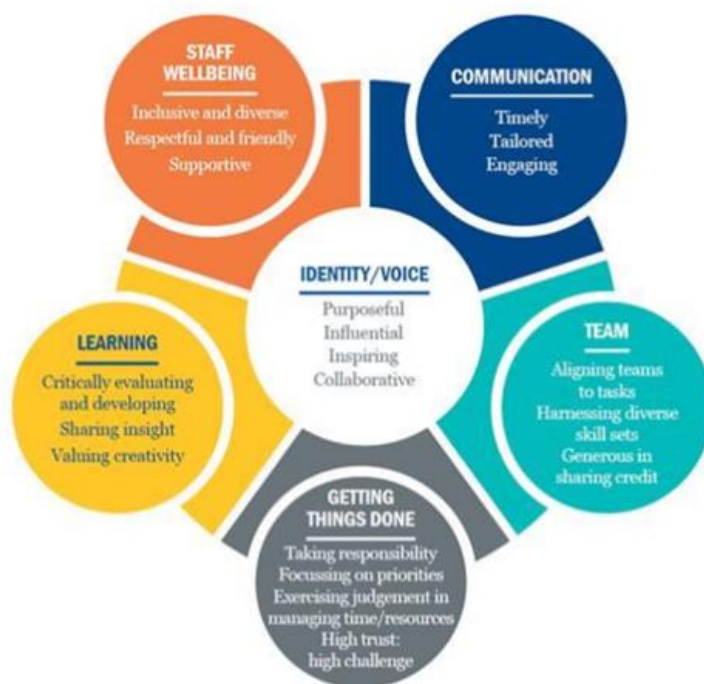
Universities UK currently has 140 members, namely the executive heads of all the UK university institutions and some colleges of higher education.

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

UUK Values and Behaviours



PERSON SPECIFICATION

POST TITLE: Policy Intern

RESPONSIBLE TO: Policy Researcher

GROUP: Policy Group

CRITERION	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.	<i>Application form/test</i>
<i>Desirable</i>	B6. Quantitative analysis Ability to manipulate data and conduct quantitative analysis using Excel	<i>Application form</i>
D. PERSONAL QUALITIES		
<i>Essential</i>	D1 Flexibility Demonstrates ability to act flexibly under pressure	<i>Application form/ interview</i>