

JOB DESCRIPTION

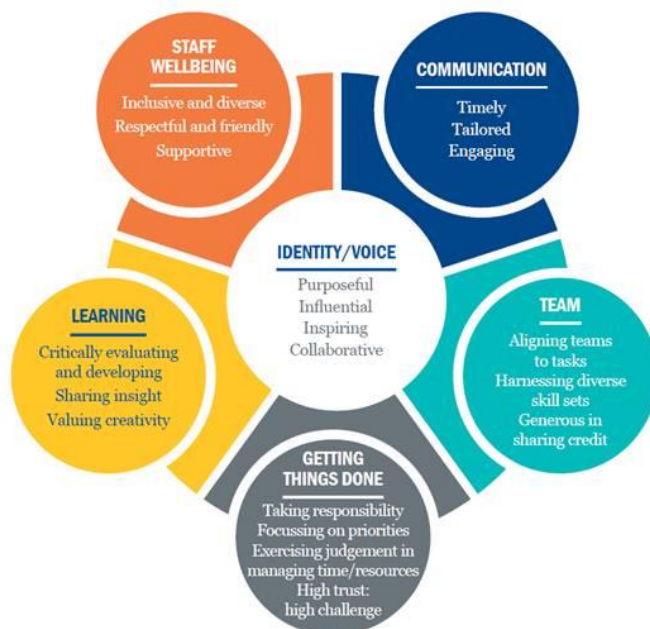
POST TITLE: Policy Researcher – Knowledge Exchange Concordat

RESPONSIBLE TO: Policy Manager

Universities UK (UUK) is the collective voice of 140 universities across the UK. Our universities have world-leading reputations for excellence in teaching and research, making a huge difference to people’s lives. Together with our members, we aim to shape policy that allows universities to deliver the greatest impact possible for students, staff, the economy, and the communities they serve. By demonstrating these benefits, we’re helping UK universities build trust with policymakers and the public.

Join our friendly, inclusive team and help support UK universities as they continue to transform the lives of students, staff and communities at home and around the world.

UUK Values and Behaviours



JOB SUMMARY: The Policy Researcher – Knowledge Exchange Concordat is an externally funded fixed-term role to support a programme of work funded until 30th March 2024. The work will include identifying and sharing good practice within the sector and helping to design, develop and implement the Knowledge Exchange Concordat process, building on the development year. The Knowledge Exchange Concordat has been adopted by over 135 institutions with over 110 submitting detailed action plans as part of the development year. The role will help support the full implementation of the Knowledge Exchange Concordat. The individual will be a full member of the policy group team, participating in all policy group and developmental activities that are available to other policy researchers.

Group name: Policy Group

1. Supporting the governance of the KE Concordat, engaging with senior leaders and stakeholders and writing papers, reports and briefings for meetings.
2. Building strong links and networks with colleagues outside the organisation, in particular funders and partners but also universities and other bodies, to engage, inform and seek advice and input.
3. Helping to design, develop, consult on and implement the processes to support the Knowledge Exchange Concordat.
4. Helping to design, develop and deliver an engagement and consultation programme including webinars, meetings and presentations.
5. Undertaking policy research and analysis as appropriate as part of a team aiming to deliver a specific project that will shape the future higher education knowledge exchange agenda.
6. Communicating UUK's policy positions to key decision makers and thought-leaders through a wide range of channels including but not limited to presentations, written reports, blogs and potentially responses to government consultations and parliamentary inquiries.
7. Influencing the higher education environment, including stakeholders in government, industry, think tanks, student representative organisations and higher education sector agencies.
8. Gathering, analysing and interpreting evidence from a wide range of sources to inform and support the development of UUK's policy positions, to create the best policy conditions for UK universities to achieve far reaching economic, civic and cultural impacts.
9. Any other duties as required by the Project Manager, cognate with the responsibilities set out above

- *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 Researcher – Knowledge Exchange Concordat

GRADE: Policy Researcher/Analyst

DIRECTORATE: Policy Group

Essential/Desirable	QUALIFICATIONS AND TRAINING	ASSESSED
	A. PROFESSIONAL BACKGROUND AND EXPERIENCE	
<i>Essential</i>	Educated to degree level, or equivalent, with experience of using research skills	<i>Application form</i>
	B. SKILLS AND APTITUDES REQUIRED	
<i>Essential</i>	Ability to gather and interpret relevant evidence from a wide range of sources, analyse the main findings and ascertain the implications for policy.	<i>Application form/interview/test</i>
<i>Essential</i>	Ability to understand the wider public policy environment, identify the motivations and needs of different stakeholders, and the policy issues	<i>Application form/interview/test</i>
<i>Essential</i>	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.	<i>Application form/interview/test</i>
<i>Essential</i>	Ability to build positive and constructive relationships with individuals across a range of skills and seniority, both within and outside of an organisation.	<i>Application form/interview</i>
<i>Essential</i>	Ability to manage a workload across multiple projects, prioritise, and deliver to deadlines that can change due to new policy developments.	<i>Application form/interview</i>
	C. SPECIALIST KNOWLEDGE REQUIRED	
<i>Desirable</i>	Knowledge or experience of working with stakeholders in government, higher education and research organisations	<i>Application form/interview</i>