

Job advert and description

Policy adviser (x1) / Policy intern (x1)

Job summary: We are looking for two people passionate about making a difference to join the Universities UK policy team. We shape the future of higher education, which changes the lives of students, graduates, researchers, university staff and local communities.

You will be enthusiastic about developing new ideas to influence key decision makers. You will have a flair for evidence-based thinking, and keen to build relationships with stakeholders. You will enjoy working in a fast-paced environment and responding to political developments.

Who we are

UUK is the collective voice of universities in England, Scotland, Wales and Northern Ireland. Our mission is to help UK universities be the best in the world, through their research and teaching, and the positive impact they have locally, nationally and globally. UUK's policy group is a [team](#) of around 25 staff working in multi-disciplinary teams to influence policies that matter to universities.

The roles

We are recruiting two positions – a policy adviser and a policy intern.

Policy advisers create policy solutions using their research, analysis and engagement skills, and understanding of the political environment. The postholder will build relationships with UUK's members and stakeholders, explore the evidence base and communicate their findings to thought leaders. Policy advisers have strong influencing skills, the ability to work on multiple projects at any one time and an interest in public policy.

We are also welcoming applications for policy interns. Policy internships are six-month fixed-term positions. This role is aimed at someone new to the world of education policy. In the internship you will build skills in areas related to policy development, written communication, understanding the policy context and stakeholder relations.

The post-holder will combine working from home with attending UUK's London Office at Woburn House, 20 Tavistock Square (near Euston station) to network and build relationships both online and in person. UUK's policy group is currently trialling office-based working on Tuesdays and Thursdays, and this is subject to review.

A day in the life of a policy adviser / policy intern at UUK

- You would work alongside members of your team, demonstrating UUK's values and behaviours, to solve a policy problem affecting universities, their staff and students. You would identify the issue, set out the options and propose solutions, through gathering and interpreting evidence.
- You will be working on more than one policy problem at a time and juggle your workload across a variety of issues.
- You will be creating content to communicate your ideas through writing blogs, briefings to decision makers, and responding to government consultations and media enquiries.
- You will be presenting to, and networking with, key players in higher education across government, industry, thinktanks, and student representative organisations.

- No day is a typical day – you may be called upon to deal with a new development as instructed by a senior member of the policy team.

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.

UUK Values and Behaviours



PERSON SPECIFICATION: Policy adviser

	Essential	ASSESSED
Policy development and research skills		
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 advise colleagues or stakeholders on the implications for policy	Application form/interview/test
3 Essential	Ability to develop policy proposals that are informed by an understanding of the wider public and political environment, and the motivations and needs of different stakeholders	Application form/interview/test
Communication skills		
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, using different channels and methods	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 an 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 working with stakeholders to develop or influence policy.	Application form/interview

PERSON SPECIFICATION: Policy intern

	Essential	ASSESSED
Qualification and training		
1 Essential	A degree or equivalent.	Application form
Work background and experience		
2 Essential	Proven interest in higher education policy	Application form/interview
Skills and aptitudes		
3 Essential	Proven analytical and communication skills. A high level of written and spoken English, able to interpret evidence, write persuasively, succinctly and accurately.	Application form/interview/test
4 Essential	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.	Application form/interview
5 Essential	Ability to plan and manage several concurrent priorities and to deliver these on schedule.	Application form/interview
6 Essential	Takes the initiative. Ability to apply problem solving skills to a range of situations.	Application form/interview
7 Essential	Demonstrates ability to act flexibly under pressure	Application form/test
Desirable		
8 Desirable	Ability to manipulate data and conduct quantitative analysis using Excel	Application form