



## **Policy Officer (Americas) – 12 month fixed term role**

**Location:** London

**Salary:** £30,572 per annum

**Post Type:** Fixed term (maternity cover - available to April 2024)

In the Policy Officer (Americas) role, you will act as our principal policy expert for the Americas region. This exciting role will offer the chance to work with senior government officials and policymakers, and the opportunity to develop your regional expertise and use this to support the international ambitions of our members.

With a university degree, you will be a motivated, independent worker with a keen interest in higher education and the international dimensions of education and research policy. Competency in Spanish and/or Portuguese is an advantage.

You will be responsible for providing high-quality information, advice and guidance, developing and maintaining strong relationships with the higher education sector and working with policy makers both in the UK and the Americas. You will work collaboratively across the full range of UUKi's core priorities, with a particular emphasis on supporting our work on global mobility.

### **Main responsibilities: Policy Officer (Americas)**

Working with the Heads of Policy and Assistant Director for Policy & Regional Engagement, you will:

1. Research policy developments and opportunities for UK universities in the Americas (including the US and Canada) as they relate to: international student recruitment and mobility, transnational education and partnerships, and research collaboration.
2. Provide policy support to the global mobility team (approximately 2 days per week) to help deliver our strategic objectives on international student recruitment and outward student mobility.
3. Inform the prioritisation and development of projects and programmes of work relating to the region which help meet UUKi's strategic objectives.
4. Provide clear, high-quality advice in writing and in person to a range of stakeholders, including, but not limited to, the UUKi Director and Assistant Directors, UUKi members, funders, and government.

5. Prepare briefing papers, presentations and speeches for the Director and other senior staff and stakeholders.
6. Work closely with external stakeholders and policy influencers both in the UK and in the region, including officials in UK and overseas governments and UK and overseas higher education sectors, to influence policy developments for the benefit of the UK sector.
7. Represent UUKi at internal and external meetings and deliver presentations.
8. Manage networks of higher educational professionals engaged with the region for. This will include delivering the secretariat for UUKi's Latin America Network, as part of which you will organise twice-yearly meetings.
9. Organise international delegations of high-level UK stakeholders, and prepare senior colleagues to host incoming delegations. This may include support to UK Government colleagues managing VIP visits and other high-level activities.
10. Write engaging copy for UUKi's public communication platforms, including website and newsletters, and work with UUKi's Communications team to ensure that work is effectively communicated to stakeholders through the appropriate media.
11. Support the delivery of externally-funded projects and activities, including supporting monitoring, evaluation and reporting requirements to external funders and stakeholders.
12. Work within UUKi established financial procedures and agreed budget as directed by the relevant Assistant Director(s).
13. Establish and maintain strong relationships with policy leads in other UK and overseas organisations, consult as appropriate to inform UUKi policy positions.
14. Undertake other duties that may be required from time to time by the Director or senior staff of UUKi, in particular supporting activities relating to UUKi's engagement with other anglophone economies.

UUK Values and Behaviours



## Person specification: Policy Officer (Americas)

	Description	Assessment
<b>Qualifications</b>	<p><b>Essential</b></p> <p>1) A degree or equivalent level qualification</p>	Application
<b>Experience</b>	<p><b>Desirable</b></p> <p>2) Experience of working in an organisation related to higher education and higher education policy or programmes relevant to the Americas.</p>	Application
<b>Skills</b>	<p><b>Essential</b></p> <p>3) Ability to understand and analyse complex information, identify key policy messages and provide clear, succinct advice to senior stakeholders.</p> <p>4) Ability to produce clear, accurate and engaging information, advice and guidance in a range of formats (e.g., publications, reports, blogs, webinars)</p> <p>5) Ability to build effective relationships with external stakeholders, and to use these to influence the development of policy and/or practice</p> <p>6) Demonstrable ability to plan and manage own time and to effectively manage multiple projects and activities concurrently.</p> <p><b>Desirable</b></p> <p>7) Understanding and experience of project and programme management principles</p>	<p>Application, interview, and test</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p> <p>Application &amp; Interview</p>
<b>Knowledge</b>	<p><b>Desirable</b></p> <p>8) An understanding of internationalisation of higher education, especially UK priorities as set out in the International Education Strategy and Integrated Review.</p>	Application & Interview
<b>Competencies</b>	<p><b>Desirable</b></p> <p>9) Relevant language skills – competency in Spanish and/or Portuguese</p>	Application & Interview
<b>Other</b>	<p><b>Essential</b></p> <p>10) This post will require some travel, including overnight stays – a willingness to travel is required.</p> <p>11) Understanding of, and commitment to, equality and diversity as set out in UUK’s equality and diversity policy</p>	<p>Application</p> <p>Application</p>