

Policy Officer, East Asia

Recruitment pack

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A message from our CEO, Vivienne Stern

Universities UK (UUK) is the collective voice of universities in England, Scotland, Wales and Northern Ireland. We bring them together to pursue a common cause: thriving universities, serving society.

My journey at UUK started as a Parliamentary Officer and I have progressed through the organisation from there, with the opportunity to work across a range of different teams, up to becoming CEO. This is testament to the fact that at UUK we support our people to succeed, helping us achieve our ambitious goals as an organisation as a result.

At UUK we believe that supporting our people to succeed involves prioritising wellbeing at work and being an inclusive employer. We employ a total of around 160 staff across the UUK Group. In our 2025 staff survey, we scored highly for caring about our employees and treating them with fairness and respect. We also have active staff networks, an equality, diversity and inclusion champions group, and mental health first aiders, who all play an important role in making UUK a friendly, safe and inclusive place to work.

I am continually inspired by the passion and talent of the team at UUK. If you care about higher education, its ability to transform people's lives and its impact on wider society, then, in my opinion, there is no better place to do it than here.

Who are we?

At Universities UK, we harness the power of the UK's universities and create the conditions for them to thrive. We are the collective voice of 142 universities, bringing them together to pursue a common cause: thriving universities, serving society.

This mission forms the core of our [strategic plan](#) which runs to 2030 and sets out our ambitions for the sector. Our influence, convening power, and insight will enable our universities to:

- transform the lives of more people from the UK and around the world through high-quality education.
- drive greater growth and prosperity through the knowledge and skills they generate, creating places that allow communities to flourish.
- be globally competitive centres of research, at the forefront of making ground-breaking discoveries with the power to change our world.

To help them achieve this we will:

- secure sustainable funding that enables our universities to serve society better.
- build trust and confidence that our universities are a national asset to be proud of and are acting in the best interests of society.



Role description

Post title: Policy Officer, East Asia

Responsible to: Head of Global Mobility

Salary: £35,685 – £39,651 (dependent on experience)

Location: London

The Team: This role sits within the Policy and Global Engagement (PaGE) team at UUK International (UUKi). The PaGE team exists to influence the policy, funding, and operational environment surrounding international higher education so that our member universities can realise their international ambitions and maximise their global impact. Alongside this, our global engagement work also helps ensure UK universities have access to key stakeholders in partner countries from around the world. The team also collaborates closely with colleagues in the Partnerships and External Affairs (PEA) team to create impactful research, insights, publications and events.

Job summary: The Policy Officer (East Asia and Americas) role acts as our principal policy expert across East Asia and the Americas. This exciting role will offer the chance to work in two of the most strategically important regions for the higher education sector and international collaboration, as well as the opportunity to work on some high-profile and sometimes challenging issues.

You will be the key point of contact for UUK members, international stakeholders, government officials and policymakers, with the opportunity to develop a deep regional expertise and use this to support the international ambitions of our members across all of UUKi's policy work. This includes our work on international recruitment and mobility, global research, as well as transnational education (TNE).

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 policymakers in both the UK and around the world.

Main responsibilities:

Working with the Heads of Policy and the Deputy Director for Policy & Global Engagement, you will:

- Research policy developments, partnerships and funding opportunities for UK universities as they relate to: international student recruitment and mobility, transnational education and partnerships, and research collaboration.
- Inform the prioritisation and development of projects and programmes of work in the regions which help meet UUKi's strategic objectives.
- Represent UUKi at internal and external meetings and provide clear, evidence-based advice, briefing papers, reports, presentations, and data analysis to a wide range of stakeholders, including, but not limited to: UUK/i staff and senior executives; our members; our funders; and government.
- Develop strong relationships with key stakeholders and policy influencers in the UK and overseas, to gather and share intelligence, inform UUKi policy positions and identify and prioritise activity and projects that support UUKi's strategic goals in the region and benefit members.
- Coordinate inbound and outbound international delegations and visits by high-level stakeholders, maximising the benefits for UUKi and our members.
- Support with UUKi communications by producing engaging articles, insight and data analysis, managing a regional network mailer and contributing to development and delivery of UUKi conference sessions.
- Support the delivery of externally funded projects and activities, including supporting with monitoring, evaluation and reporting requirements to external funders and stakeholders.
- Work within UUKi established financial procedures and agreed budget as directed by the relevant Deputy Director(s).
- Establish and maintain strong relationships with policy leads in other UK and overseas organisations, consulting as appropriate to inform UUKi policy positions.

- Undertake other duties that may be required from time to time by the Director or senior staff of UUKi.

Compliance and governance

- to take responsibility for own health and safety in line with UUK H&S policy and current legislation and undertake such responsibilities as they relate to any employees, volunteers or contractors for which the post is responsible.
- to ensure compliance with UUK's internal procedures and all external legal requirements.

Personal effectiveness

- to take responsibility as far as is practical for own personal development to ensure that personal knowledge and skills are updated to ensure effectiveness in meeting work objectives.

General

- to show respect to colleagues, external partners and stakeholders, and to understand and adhere to UUK's Equal Opportunity policy, UUK Staff Standards of Conduct, and UUK's organisational capabilities.
- to work collegially, and to support all the teams which the post has contact with, in achieving the organisation's objectives.
- any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.
- 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.

Last reviewed: *October 2026*

Person specification

Essential skills:

Essential skills	Assessment
A degree, or equivalent qualification or experience	Application form
Demonstrable ability to plan and manage own time and to effectively manage multiple projects and activities concurrently.	Application form and Interview
Ability to produce clear, accurate and engaging information, advice, and guidance in a range of formats(e.g., publications, reports, blogs, webinars)	Application form and Interview
Ability to understand and analyse data and other complex information, identify key policy messages, and provide clear, succinct advice and guidance to senior stakeholders.	Application form, Interview and Test
This post will require some travel, including overnightstays – a willingness to travel is required.	Application form and Interview
Understanding of, and commitment to, equality, diversity and inclusion as set out in UUK's Equal Opportunity policy.	Application form and Interview

Desirable skills:

Desirable skills	Assessed by
Experience of working in a higher education, higher education policy or membership organisation.	Application form and Interview
Knowledge of the UK funding and policy environment for higher education and research.	Application form and Interview
Experience of working internationally or developing partnerships with international organisations.	Application form and Interview
Ability to build strong working relationships with colleagues and external stakeholders to get things done and demonstrate diplomacy and intercultural awareness.	Application form and Interview

Working at UUK: Benefits

If you care about higher education, its ability to transform people's lives and impact wider society, joining our team is a great opportunity.

Universities play a huge part in our everyday lives, and we want to help them make even more of a difference. We bring together leaders of UK universities to discuss higher education issues and represent and campaign on their behalf to the government, business, the media and beyond.

People drive our success, and we value everyone's work.

Universities UK operates a hybrid working framework involving the opportunity to work from home and in the office. There will be a small number of roles where employees will be required to work from an office, but typically the majority of employees will be able to work remotely on average 60% of their working week. All employees are welcome to use their contractual office for their whole working week if that is their preference.

"I joined Universities UK three months after leaving university, and I immediately felt so welcomed and supported. I've been given opportunities to develop new skills, get involved in such a variety of interesting projects and work with colleagues across the organisation. It's a really friendly place to work and I feel trusted and valued to put my own views and ideas into practice."

Sofia Henderson, Senior Content Producer

TO FIND OUT MORE ABOUT STAFF BENEFITS AND WELLBEING, VISIT OUR [WORKING AT UUK PAGE](#)

Staff benefits

Leave



- 27 days annual leave rising to 30 days after 3 years' service and 32 days after 5 years' service plus bank holidays (England and Wales).
- 26 days annual leave rising to 29 days after 3 years' service and 32 days after 5 years' service plus bank holidays (Scotland).
- 4 closure days between Christmas and New year.
- 2 days paid leave each year for volunteering activities.
- Up to 5 days paid carers leave in a year.

Wellbeing



- Access to 24 hour 7 day a week Employee Assistant Programme which extends access to close family.
- Virtual Medical Care – 24 hour access to GP consultations and physio.
- Mental Health First Aiders.
- Staff network groups.

Financial wellbeing



- Interest free season ticket loans after 6 months.
- Staff benefit fund loan scheme.
- 'Learn for you' – claim £100 each year tax free towards hobbies and activities outside of work.
- Funding support for continuing development, up to 2/3 of course costs paid with the remaining funded through an interest free loan recovered through monthly pay.
- Generous pension scheme (USS or SAUL depending on role).
- Salary sacrifice Cyclescheme.
- Salary sacrifice Electric Car Scheme.
- A £45 contribution every two years towards eye tests and the purchase of glasses where required.



Home working



- Hybrid Working policy – 40% of time averaged over a month to be spent in the office or meeting face to face with stakeholders, allowing 60% of time to be worked from home.
- Support for homeworking set up and furniture/equipment loan for the life of your employment with us.

External schemes



- As employees of a registered charity you will be able to access:
 - [Charity worker discounts](#)
 - [The Company Shop](#)
 - [Tickets for Good](#).
- Access to Able Futures for mental wellbeing support.
- Apple hardware discount scheme.

Our office facilities



- Tea/coffee/milk provided for refreshments.
- Kitchens available in all offices with access to fridges and microwaves.
- Shower facilities available (London and Cardiff).
- Cycle storage facilities.

Equality, diversity and inclusion

We want every member of staff to feel that they belong, can be themselves and that their opinion counts.

We can only reach our ambitious goals with multi-skilled, multi-experienced teams. Different perspectives make our work better.

What unites us is a passion for higher education and the enthusiasm to spread the message about the positive impacts UK universities have on our society.

We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join UUK.

An equal, inclusive and diverse place to work

Equality, diversity and inclusion help create new ideas and approaches to teaching, learning and research. With that in mind, we're building a culture where difference is valued. We're constantly evolving the programmes and tools that help all employees grow and manage rewarding careers.

**TO FIND OUT MORE ABOUT EQUALITY, DIVERSITY AND INCLUSION AT UNIVERSITIES UK,
READ OUR [INCLUSION AND DIVERSITY ACTION PLAN](#)**

Staff engagement and wellbeing at work

Staff engagement

In our 2023 staff survey, we scored higher than similar organisations for caring about our employees and treating them with fairness and respect, and that 86 per cent felt proud to work for UUK.

Wellbeing at work

We care about the mental health and wellbeing of all our staff. Having open and honest conversations about mental health is important to us. Our commitment to staff wellbeing includes:

- Training some members of staff to become mental health first aiders so they are there for colleagues who need support and advice.
- Raising awareness by recognising Mental Health Awareness Week with external speakers, opportunities to come together and talk and take part in activities
- Training for managers and all staff on mental health awareness
- Employee Assistance support helpline.



Universities UK is the collective voice of 142 universities in England, Scotland, Wales and Northern Ireland.

Our mission is to create the conditions for

UK universities to be the best in the world; maximising their positive impact locally, nationally and globally.

Universities UK acts on behalf of universities, represented by their heads of institution



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