

JOB DESCRIPTION

Job Title:	Policy Officer
Job reference:	EXE69
Location:	MillionPlus Office, 90 London Road, London SE1 6LN
Grade:	5
Period:	Full-time, permanent
Starting Salary:	£28,035 – 31,099 p.a. Inclusive of Inner London weighting
Reporting to:	Head of Policy and Research, MillionPlus

Overall Purpose:

Prime responsibility is to:

- undertake policy and data analysis to evaluate and interpret information, data and policy developments related to higher education and universities as required by the Head of Policy and Research
- Contribute to policy and statistical analysis and the development of MillionPlus research, policy papers and briefings
- To assist the Head of Policy and Research in drafting written responses for Government, agencies, MillionPlus stakeholders and universities, and content for the MillionPlus website and for social media
- Support MillionPlus Working Groups as required

Principal Duties:

The postholder will support the Head of Policy and Research to successfully deliver the MillionPlus policy and research programme.

The postholder will undertake research and analysis of data, information and policy development in the higher education sector to inform MillionPlus policy, research and campaign work. This will include research into government policy and collation of statistics, information and case studies about modern universities for inclusion in reports, papers and briefings for key stakeholders.

The postholder will contribute to the analysis of developments in higher education, including its funding regimes, any relevant consultations and proposed legislative

amendments; and to the development of MillionPlus policy papers, research and briefings for a wide range of audiences, supporting MillionPlus working groups and answering enquiries about MillionPlus policy and research as required.

The postholder will report to the Head of Policy and Research and will assist with and contribute to the delivery of a professional and effective policy and research function which will advance the interests of MillionPlus and its university affiliates.

Specific Responsibilities:

1. Contribute to evidence collection and the drafting and development of MillionPlus policy papers and research projects.
2. Assist with the analysis and interpretation of information and statistics, including those related to higher education.
3. Draft specific written material, based on research, for a wide range of audiences, including university leaders and senior staff, government and other stakeholders and agencies.
4. Identify, collate and analyse relevant data sources including data related to modern universities.
5. Identify and liaise with key contacts in universities to compile, collate and / or commission case studies and key institutional statistics as required.
6. Contribute to the technical editing, checking and proof reading of internal and external MillionPlus publications and website content.
7. Provide technical and background research for speeches and public presentations as required by the Head of Policy and Research.
8. Answer written and telephone enquiries about MillionPlus policy and research as required.
9. Provide support for MillionPlus working groups and meetings through the drafting of minutes and the co-ordination of materials and reports provided by participants.
10. Provide support for other areas of MillionPlus work if required, including but not limited to communications, parliamentary, stakeholder liaison and external events.
11. Use IT applications (word processing, email etc.) to service the post's administrative needs.
12. Be responsible for all equipment, stock and resources dedicated to this post.

13. Maintain a professional standard of customer care in service delivery and operate as a member of the MillionPlus team attending and contributing to meetings and maintaining confidentiality where required.

14. Undertake any other duties consistent with the grade and responsibility of the post as required by the Chief Executive.

Working conditions:

Hours: 35.5 hours per week for 52 weeks per year, actual daily hours by arrangement with some requirement for flexible working and out of hours working.

Leave: 25 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Location: MillionPlus, 90 London Road, SE1 6LN

Pension: The post holder will be an employee of Middlesex University and is eligible to join the Local Government Superannuation Scheme.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of MillionPlus, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

Person Specification

Criteria (ESSENTIAL)	Method of assessment
A graduate with proven relevant experience or equivalent experiential learning / work experience	Application form
Excellent interpersonal and communication (written and verbal) skills at all levels	Application form and interview
Knowledge of research methods and demonstrable ability to undertake research including statistical and critical analysis to assess policy and other documents	Application form, pre-interview exercise and interview
Ability to understand, manipulate and summarise available data and statistics	Application form, pre-interview exercise and interview

Proven ability in fluent and high quality report-writing and drafting	Application form, pre-interview exercise, interview
High level of competence in numeracy, organisational and project management skills	Application form, pre-interview exercise and interview
High degree of computer literacy and WP skills, especially in Word and Excel	Application form, pre-interview exercise and interview
Ability to use social media within a work environment	Application form, pre-interview exercise and interview
Understanding and commitment to equal opportunity policies and procedures	Application form and interview
Commitment to the delivery of excellent and professional customer service	Application form and interview
Empathy and understanding of equality of opportunity and its implications for organisations and education	Application form and interview
Strong project management skills, including managing own workload and contributing effectively to a small team	Application form and interview
Criteria (DESIRABLE)	
Experience and understanding of policy developments in higher education and /or national and local government	Application form and interview
Experience and understanding of the role of research in influencing public policy	Application form and interview
Experience of working with member-based organisations	Application form and interview
Experience of drafting material for different audiences	Application form and interview

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon Campus please ensure you can commute without using a car.

Information on public transport to Hendon can be found here:

http://www.mdx.ac.uk/campus/campuses/docs/Hendon_campus_map.pdf

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

The post holder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

What Happens Next?

If you wish to discuss the job in further detail please contact Jayne Franklin, Office Manager, MillionPlus at jaynefranklin@millionplus.ac.uk.

If selected for interview, you will hear directly from someone in the School / Service / Campus, usually within 3 weeks of the closing date.

If you do not hear from us you may assume that your application was unsuccessful.