

### **JOB DESCRIPTION**

**Job Title:** Policy and Public Affairs Officer  
**Job Ref:** MKG266-R-R  
**Department:** Communications and External Engagement  
**Grade:** 6  
**Salary:** £32,407- £37,156 per annum including outer London weighting  
**Period:** Permanent  
**Reporting To:** Policy and Public Affairs Manager

#### **Role summary:**

To support the Policy and Public Affairs Manager as appropriate in influencing external policy on higher education and skills at national, regional and local levels, with a particular focus on skills and productivity and social mobility, and building productive relationships with key stakeholders and partners in the community. This role is an exciting opportunity to contribute to Middlesex University's public affairs activity, extending the University's influence among key decision makers and building support for its mission at a critical time for the higher education sector.

#### **Key responsibilities:**

- Horizon scan for relevant upcoming policy developments, activities and opportunities to raise the University's profile
- Support coordination and drafting of consultation responses
- Support mapping and development of policy and public affairs influencers in parliament, government, the Greater London Authority, the London Borough of Barnet and beyond
- Prepare high-quality briefing materials and correspondence for political audiences and senior internal stakeholders
- Develop and manage policy and public affairs stakeholder contact management database, assessing information and acting on it where necessary
- Support maintenance of stakeholder engagement plan for Vice-Chancellor and other senior colleagues
- Represent the University at relevant stakeholder meetings and events
- Communicate the University's policy and public affairs work internally to academics and professional services colleagues, working closely with internal communications colleagues
- Support coordination and delivery of high level visits to the University from policy makers and employers

- Support development of the use of social media to support the University's policy and public affairs activities
- Manage the University's relationship with its political monitoring services

**Hours:** 35.5 hours per week for 52 weeks per annum (see flexibility below).

**Leave:** 30 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.

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, 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**

**Post title:** Policy and Public Affairs Officer

#### ***Essential requirements***

##### ***Knowledge, skills and experience***

- Degree or equivalent qualification or experience.
- An understanding of the higher education and wider education and skills policy landscape and how other public policies relate to this landscape, e.g. economic policy, immigration policy, local planning policy.
- An understanding of the England and London political environments.
- Ability to scan large volumes of often complex material, and distil and synthesise key points.
- Ability to construct evidence-based arguments and communicate them persuasively
- Ability to research issues, collate statistics, undertake surveys, analyse trends and patterns, and prepare briefings.
- Ability to manage projects.
- Excellent inter-personal skills, confident, and with the skills and tenacity to obtain audiences with key, often senior, figures.
- A track record of building successful working relationships, with diverse stakeholder groups.
- Excellent written and verbal communication skills
- Highly organised and able to work under pressure and to tight deadlines.
- Able to work flexibly, including occasional evenings and weekends.
- Able to work on own and take initiative
- Commitment to the mission and values of Middlesex University.

##### **Desirable**

- Experience of delivering successful presentations and public speaking
- Experience of apprenticeships and/or international higher education policy
- Experience of building relationships with business

**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 a car.

Information on public transport to Hendon can be found here:

<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

**Flexible working applications will be considered.**

**Closing date: TBC**

**What Happens Next?**

**If you wish to apply for this post please return to the portal and click on Apply Online.**

If you wish to discuss the job in further detail please contact Paul Woods on (020) 8411 4306.