

JOB DESCRIPTION

Job Title:	Policy Officer
Job reference:	EXE73
Location:	MillionPlus Office, 90 London Road, London SE1 6LN
Grade:	5
Period:	Full-time, permanent
Starting Salary:	£30,061 - £33,334 p.a. inclusive of Inner London weighting

Reporting to: **Head of Policy and Research, MillionPlus**

Overall Job Purpose:

- With direction from the Head of Policy and Research, support in the delivery of the MillionPlus Policy and Research programme by undertaking policy and data analysis to evaluate and interpret information, data and policy developments related to higher education and universities as required.
- Contribute to policy and statistical analysis and the development of MillionPlus research, policy papers and briefings.
- To assist the Head of Policy and Research and the Head of Advocacy and Stakeholder Engagement in drafting written responses for Government, agencies, MillionPlus stakeholders and universities.
- Provide administrative support to MillionPlus Working Groups and Networks as required.

Principal Duties

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.

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 and case studies about modern universities for inclusion in reports, communications campaigns, 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.

The post holder will support the Head of Policy and Research and the Head of Advocacy in the convening of MillionPlus working groups and networks for senior university staff in support of the policy & research brief.

Specific Responsibilities:

1. Contribute to evidence collection and the drafting and development of MillionPlus policy papers and research projects.
2. Assist with the analysis, interpretation and summarisation of information, reports and statistics, including those related to higher education in support of the MillionPlus staffing team as required.
3. Reading and summarising reports and policy documents for MillionPlus staffing team.
4. 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.
5. Identify, collate and analyse relevant data sources including data related to modern universities.
6. Identify and liaise with key contacts in universities to compile, collate and / or commission case studies and key institutional statistics as required.
7. Contribute to the technical editing, and proof reading of internal and external MillionPlus publications and website content.
8. Provide technical and background research for speeches and public presentations as required by the Head of Policy and Research and Head of Advocacy and Stakeholder Engagement.
9. Answer written and telephone enquiries about MillionPlus policy and research as required.
10. Provide support for MillionPlus working groups and networks through the organisation of meetings, drafting of minutes, the co-ordination of materials and reports provided by participants and answering enquiries about MillionPlus policy as and when required.
11. Provide support for other areas of MillionPlus work if required, including but not limited to communications, parliamentary, stakeholder liaison and external events.
12. Use IT applications (word processing, email etc.) to service the post's administrative needs.
13. Be responsible for all equipment, stock and resources dedicated to this post.
14. 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.
15. Provide support for the Chief Executive to carry out background research/preparatory work for media engagements and stakeholder events.
16. As duties and responsibilities change, the job description will be reviewed and amended in consultation with the post-holder.
17. The post-holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager.

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 6 fixed University Days.

Location: MillionPlus, 90 London Road, SE1 6LN

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.

The postholder will form part of the MillionPlus staffing team based at 90 London Road. Middlesex University & MU Services Limited provide employment services for MillionPlus. As such we are able to offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, and to support staff from different backgrounds.

We value diversity and strive to create a fairer, more equitable work environment for our staff and students.

Person Specification

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give showing how you meet each of the essential criteria will be assessed as part of the selection process.

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 qualitative and quantitative data	Application form, pre-interview exercise and interview
Proven ability and experience in high quality report writing and drafting briefing papers for a wide range of audiences	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 Word Processing skills, especially in Word and Excel	Application form, pre-interview exercise and interview
Understanding the importance and influence of using social and mainstream media to convey key policy messages	Application form, pre-interview exercise and interview
Commitment to the delivery of excellent and professional customer service	Application form and interview
Demonstrable commitment to fairness and the principles of equality and inclusion, together with empathy, an understanding of 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
Understanding of more advanced statistical techniques used in the social sciences and experience of software such as Statistical Package for the social science (R/SPSS)	Application form and interview
Experience of working with member-based organisations	Application form and interview

What Happens Next?

If you wish to discuss the job in further detail, please contact Jayne Hope at info@millionplus.ac.uk in the first instance.

If selected for interview, you will hear directly from us, usually within 2 weeks of the closing date.

MillionPlus
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