

Policy Analyst role

1. Background

The Russell Group represents 24 leading UK universities which are committed to maintaining the very best research, an outstanding teaching and learning experience and unrivalled links with business and the public sector. You can find out more about us on our website: <http://www.russellgroup.ac.uk>.

We aim to ensure that higher education and research policy development is underpinned by a robust evidence base and a commitment to improving life chances, raising aspirations, contributing to economic prosperity and innovation, and to civic responsibility.

Our work on higher education (HE) policy encompasses a wide range of important public policy areas including the economy, industry, the labour market, research and development, tax, welfare and public finances, children and families; regional development, public services and education..

It is an exciting time for HE policy and this post presents an opportunity to make a real contribution to the evolving HE landscape The Russell Group is a leading voice in the sector and provides strategy, policy development, intelligence, communications and advocacy for our member institutions.

2. The Role

2.1 We are looking to recruit a Policy Analyst to undertake research and to provide robust and clear evidence to support the delivery of the Russell Group's objectives which are to:

- Strengthen the status of Russell Group universities as world-class institutions; and
- Strengthen the ability of Russell Group institutions to compete in a global market

2.2 The Policy Analyst reports to the Head of Policy (Research and International) and the role is focused on achieving a policy environment which supports our universities' priorities.

2.3 The role will involve (but not be limited to):

- Undertaking defined research projects, carrying out analysis and research, collaborating with Russell Group colleagues and drawing upon inputs from Russell Group universities as appropriate.
- Writing and contributing to high quality, persuasive and evidence-based briefing papers, consultation responses, reports and publications on relevant issues for a variety of audiences including government, member universities, and policymakers.
- Monitoring relevant policy developments to identify potential issues, opportunities, and challenges, and develop ideas for evidence-based policy solutions.
- Collecting and maintaining information about key activities and developments within Russell Group institutions which relate to Russell Group policy priorities.

- Working closely with communications staff and contributing directly to communications outputs including press statements.
- Contributing to the Russell Group team, attending meetings and events, and undertaking such other tasks as are needed to achieve our objectives.

2.4 The Policy Analyst will occasionally be required to carry out other policy or project work in response to workload and capacity requirements within the organisation.

3. Specific areas of responsibility

3.1 This post is to provide maternity cover in the Policy team and the recruitment is being carried out simultaneously with that for a Senior Policy Analyst fixed-term contract/secondment position (also maternity cover) in the same team. Specific areas of responsibility will be agreed with the successful candidates based on their expertise, but are likely to include one or more of the following:

- Immigration and visas
- International
- Research
- Innovation

4. Person specification

4.1 We are looking for an experienced, motivated, and flexible individual to undertake research, analysis and policy development. Prior experience of policy analysis and/or policy development is essential.

4.2 Direct experience of research and innovation or immigration policy developed in a relevant role in the civil service, public sector, higher education, or third sector, is desirable. Candidates with policy knowledge and skills gained in other sectors will also be considered.

4.3 Candidates should:

- Have a good track record in policy analysis and development
- Take ownership of their projects
- Have direct experience of networking and influencing diverse and senior groups of stakeholders as they will directly engage with Vice-Chancellors and senior academics, parliamentarians, business leaders, and policy makers
- Be able to communicate diplomatically in person as well as in writing.

4.4 The following are the key competencies we are looking forward in a Policy Analyst:

Initiative and judgement:

- Shape the policy agenda on relevant areas working with their line manager
- Contribute new ideas and provide supporting analysis for policy options
- Demonstrate political sensitivity and think creatively about policy issues

Management:

- Carry out policy projects from start to finish, effectively utilising expertise and resource from elsewhere in the team/organisation as appropriate
- Manage stakeholder relations, developing rapport and working effectively with a wide range of people across relevant organisations

Communicating and influencing:

- Present accurate information convincingly for a range of different audiences, maximising opportunities to influence policy
- Work closely with the comms team to develop outputs

Expert knowledge:

- Continually develop expert knowledge, gathering intelligence from varied sources, analysing and testing it, and drawing evidence-based conclusions. These should be underpinned by an understanding of the broader policy and political environment
- Use a range of data sources related to policy areas competently, to produce detailed data analyses
- Contribute to research outputs working with colleagues and external stakeholders where appropriate.

Team working and positive attitude to work:

- Maintain good working relationships with colleagues across the organisation and build effective alliances with key stakeholders in own areas
- Be flexible and adapt positively to sustain performance when situations change, workload increases, tensions rise or priorities shift

5. Terms and Conditions

- 5.1 This appointment is full time on a 12 month fixed-term contract/secondment (Maternity Leave cover) and will be based in central London.
- 5.2 The salary will be in the scale of £36,000 - £40,000 dependent on skills and experience.
- 5.3 Benefits include a generous career average pension and access to a canteen subsidised by the Russell Group.

Application Procedure

Please submit the following to rg.1@russellgroup.ac.uk by the closing date (**5pm, Wednesday 3rd July 2019**):

- 1) An up-to-date CV including:
 - a. details of your current and past employment including your current salary and your salary expectations

- b. your degree qualification(s)
 - c. two references: your current or most recent employer; and a former line manager who could be contacted during the process
- 2) A supporting statement (maximum 500 words) addressing the following two points:
- a. how your knowledge, skills and experience meet our requirements
 - b. why you are interested in working for the Russell Group

The first round of interviews will be carried out in week commencing 15th July 2019.

A second round of interviews for selected candidates will be held in week commencing 22nd July 2019.

For a confidential discussion, please contact Paul Purcell, Senior Operations Manager, on 020 3816 1300.