



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Senior Policy Advisor, Strategy and Planning**



**Salary: Grade 7 (£33,797 – £40,322 p.a.)**

**Reference: CSSPO1075**

**Fixed-term for two years to cover a temporary absence**

**We will consider flexible working arrangements**

## Senior Policy Advisor Strategy and Planning

**Do you have an understanding of the Higher Education environment and policy development and implementation? Do you want to play a key role in monitoring and reporting on the external policy environment?**

Strategy and Planning provides oversight and co-ordination of key Higher Education (HE) policy, funding and regulatory developments for the University and you will lead the investigation of policy proposals or changes. Working collaboratively with colleagues across the University, you will obtain, analyse and interpret sector and University data and lead the development of briefings to inform the development of policy notes and consultation responses. This will support the Head of Policy, Funding and Regulation and the Director of Strategy and Planning in ensuring the University is well positioned to anticipate, influence and strategically respond to developments across the HE policy landscape.

You will also work on the in-year monitoring process for the Office for Students (OfS) Access and Participation Plan and support completion of the annual statutory return to the OfS.

You will need excellent written and verbal communication and presentation skills with the ability to evaluate, analyse and concisely present data and information at all levels.

### What does the role entail?

As a Senior Policy Advisor your main duties will include:

- Maintaining an awareness and understanding of policy developments across Higher Education (HE) and their impact on the University and identifying opportunities for the University to engage with policy at a national level;
- Maintaining an awareness and understanding of our regulatory requirements with the Office for Students and ensuring relevant staff across the University are aware of their regulatory responsibilities;
- Leading the development and implementation of a holistic approach to information sharing and engagement across the University through the development of a strategic horizon scanning agenda, managing internal consultation and presenting proposals;





- Managing a central co-ordinating function to support cross-institutional policy responses from design to implementation and maintenance;
- Maintaining a central policy consultation web facility;
- Leading the investigation and understanding of HE policy proposals or changes, working with colleagues to obtain and interpret relevant data and develop briefings to inform policy notes and consultation responses;
- Coordinating the submission of our Transparency information return to the Office for Students and subsequent publication requirements;
- Developing and maintain an understanding of the higher education regulatory context and its impact on the University of Leeds;
- Developing and maintaining effective internal and external relationships to support the University's understanding of policy developments and impacts;
- Supporting the in-year process which monitors our performance against Access and Participation Plan performance indicators, targets and objectives, including contributing to a cross institutional network of specialists;
- Supporting the completion and submission of our Access and Participation Plan statutory monitoring returns to the Office for Students, contributing to a collegiate approach, identifying risk and ensuring institutional compliance;
- Supporting contributions to the Taught Student Funding and Impact Group;
- Working flexibly and creatively to support the team in the increasingly complex and rapidly changing area of HE funding, supporting wider policy, funding and statutory reporting activities, sharing good practice and developing strategic initiatives.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Senior Policy Advisor you will have:

- Knowledge of the HE environment, including the regulatory context, and an understanding of the development and implementation of HE policy;
- The ability to analyse and synthesise large amounts of complex qualitative and quantitative policy and funding information and data and represent them concisely with recommendations on potential implications and actions,



including experience of accessing a range of sources, evaluating their robustness, usefulness and biases;

- Excellent attention to detail with the ability to understand the broader context and new issues and develop and implement policy;
- A solutions focus with a proactive and innovative approach and the ability to work autonomously;
- Excellent IT skills, including experience with MS Office;
- The ability to work effectively as part of a team with experience of leading and consensus building with individuals and groups to achieve common objectives;
- Excellent communication skills with an ability to clearly, confidently and professionally communicate complex and sensitive information effectively and accurately and construct high quality written documents and presentations;
- Excellent interpersonal skills with the ability to develop and maintain effective working relationships and networks with staff at all levels and experience of working with senior leaders and academics;
- Experience of working with a variety of high demands and priorities with competing deadlines and tight timescales and delivering a high quality output.

You may also have:

- Experience working in a policy environment within an institution or national body;
- Experience of leading responses to HE policy consultations.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Pam Macpherson Barrett, Head of Policy, Funding and Regulation**

Tel: +44 (0)113 343 1839

Email: [P.M.MacphersonBarrett@leeds.ac.uk](mailto:P.M.MacphersonBarrett@leeds.ac.uk)



## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

