

Two Policy Officers

Salary range £22,641 to £27,671 (Operational 1)

Universities Scotland is the representative body of Scotland's 19 higher education institutions. We develop policy on behalf of the university sector and campaign publicly on higher education issues.

We are looking for two enthusiastic and able individuals to fill these roles which will contribute to the development of top-quality learning and teaching and the promotion of wide access in Scottish higher education. The successful candidates will contribute to Universities Scotland's work to analyse, influence and develop policy affecting the sector in the areas of learning and teaching, teaching quality, widening participation, and equality and diversity. These roles are an opportunity to work at the centre of Scottish higher education.

Applicants should be qualified to SCQF level 9 or 10 (e.g. graduates or equivalent), and should ideally have at least one year relevant job experience. Applications on the basis of a secondment, for a period of not less than two years, from candidates currently employed in relevant positions in universities and other organisations are positively encouraged. The salary level may be negotiable for exceptional candidates. The posts are currently full time, but consideration would be given to alternative working patterns.

The successful candidates will be working in a small team where enthusiasm, initiative and the ability to work with others will be required.

An application pack is available online from www.universities-scotland.ac.uk. Completed applications should be returned to jobs@universities-scotland.ac.uk by **1000 on Friday 3 February 2012**.

Interviews are likely to be held in the second half of February 2012.

Please contact Dr Kirsty Conlon, Manager/Policy Adviser (Learning & Teaching) (kirsty@universities-scotland.ac.uk / 0131 225 0710), if you wish to discuss the post in greater detail.

UNIVERSITIES SCOTLAND IS COMMITTED TO BEING
AN EQUAL OPPORTUNITIES EMPLOYER