

JOB DESCRIPTION

POST TITLE: Policy Assistant

RESPONSIBLE TO: Senior Policy Officer (Learning and Teaching)

JOB SUMMARY: To provide efficient, effective and responsive policy support. The post will support the work of Universities Scotland and will be line managed by the Senior Policy Officer (Learning and Teaching).

Main responsibilities

1. Providing research and policy support to two senior policy officers and one policy officer in a prompt, co-operative, considerate and efficient manner. Policy areas will include learning and teaching, teaching quality, widening participation, equality and diversity, and international issues.
2. Monitoring and gathering information from various internal and external sources accurately and proactively.
3. Providing straightforward data analysis (such as percentages) to support policy development.
4. Providing support for various policy and *ad hoc* committees efficiently, including preparing agendas and drafting minutes.
5. Undertaking drafting of correspondence, briefings, papers and reports, ensuring a consistently high quality of presentation and accuracy.
6. Liaising with Universities Scotland member institutions, external bodies and stakeholders.
7. Assisting with other projects as required.

To undertake any other such duties or general tasks and hours of work as may reasonably be required and to work occasionally in other locations.

This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

PERSON SPECIFICATION

POST: Policy Assistant

GRADE: Operational 2 (salary range £19,014 to £23,240)

DIRECTORATE: Universities Scotland

Essential/ Desirable Criteria	QUALIFICATIONS AND TRAINING
<i>Essential</i>	A minimum of 3 Highers, one of which should be English, or equivalent SCQF level 6
<i>Desirable</i>	Qualifications at SCQF level 9 or 10 (e.g. Ordinary or Honours Degree)
A	A. WORK BACKGROUND AND EXPERIENCE
<i>Desirable</i>	Experience in a similar support role
<i>Desirable</i>	Experience of interpreting and explaining policies and/or complex information
B	B. SKILLS AND APTITUDES REQUIRED
	Communication oral and written
<i>Essential</i>	Good written and oral communications skills
<i>Essential</i>	Ability to research, assimilate/collect and assess volumes of information and report findings accurately
<i>Essential</i>	Good IT skills, including use of Word and Excel
<i>Essential</i>	Good numeracy skills
	Interpersonal and Team working Skills
<i>Essential</i>	Confident and effective in working with colleagues and personnel at all levels, including senior staff/stakeholders
<i>Essential</i>	A readiness to share in all aspects of our work, from more mundane tasks to highly responsible tasks
<i>Desirable</i>	Experience of working co-operatively as part of a team
	Planning and Organisation
<i>Essential</i>	Ability to deal with conflicting priorities, targets and deadlines, and to plan and manage a busy workload
	Problem Solving
<i>Desirable</i>	Experience of using initiative proactively to resolve problems



	C. SPECIALIST KNOWLEDGE REQUIRED
	Sector Awareness
<i>Desirable</i>	Knowledge of and interest in higher education and/or public policy, especially relating to learning and teaching, widening participation, diversity or international issues
	D. PERSONAL QUALITIES
	Flexibility
<i>Essential</i>	A willingness to learn, be flexible and have a positive attitude to change
<i>Essential</i>	Ability to remain calm under pressure