



Appointment of Policy Assistant Information for Applicants/Terms and Conditions

Universities Scotland is the representative body of the higher education sector in Scotland, representing Scotland's 15 universities, two art schools, one conservatoire and two other higher education institutions. Universities Scotland's mission is to be the voice of Scotland's universities and higher education institutions and it aims to deliver this mission by :

- Providing an expert resource on all aspects of Scottish higher education
- Promoting and supporting higher education in Scotland
- Representing the interests of its members; and
- Negotiating on behalf of the sector in Scotland

Universities Scotland exists as an important vehicle through which the collective views of the Scottish higher education sector on key issues can be represented to Government, the general public and the media. The Universities Scotland office is located in central Edinburgh and the current staff establishment is equivalent to 12.85 full-time posts. For more information see our website www.universities-scotland.ac.uk. Universities Scotland is one of the autonomous national councils of Universities UK, the UK-wide representative body for British universities. Universities UK is incorporated as a company limited by guarantee with charitable status. Staff in the Universities Scotland office are employees of Universities UK. More information on Universities UK can be found on its website, www.UniversitiesUK.ac.uk.

- The starting salary will be determined according to qualifications, current remuneration and experience, but it is likely that the successful candidate will be appointed within the range £19,014 to £23,240 per annum (Operational Two). The appointee will then be set a progression plan to develop up to the reference point of the salary band, currently £21,127 per annum. Salary is reviewed annually and is subject to an annual performance appraisal process.
- Hours of work are 35 per week, normally, though with some flexibility, 0900 to 1700 Monday to Friday with typically one hour for lunch, although it is likely to be necessary to work outside these hours from time to time.
- Basic holiday entitlement is five weeks (25 working days) per year. In addition, the office is closed for statutory public holidays and also on six discretionary days each year, including the days between Christmas and New Year (one of these days will be included within annual leave entitlement).
- There is a probationary period of six months during which the successful candidate will undergo a process of continuous assessment. The appointment will be confirmed once this period is satisfactorily completed.
- The post is superannuable including a personal contribution and an employer's contribution.

Please see the Job Description and the Person Specification for details of the post.

Please return your Application and Recruitment monitoring forms, **by post or hand only**, to Jill Powlett Brown, Universities Scotland, 53 Hanover Street, Edinburgh, EH2 2PJ by **1000 on Tuesday 10 August**

Interviews are likely to be held in the early part of the week beginning Monday 16 August, in Edinburgh. Shortlisted candidates will be contacted by Friday 13 August 200.