

## JOB DESCRIPTION

POST TITLE: Policy and Research Officer

RESPONSIBLE TO: Executive Manager

LOCATION: Remote/ Office hybrid, with occasional travel within Yorkshire and outside the region

HOURS: Full time (36.25 hours)

PAY: £29,500 p.a.

### RESPONSIBILITIES

You will be responsible for providing research and policy expertise within the Yorkshire Universities (YU) Executive Team. The primary focus of YU is to strengthen the contributions of universities and higher education institutions to local and regional development – a key element of the current UK Government's 'Levelling Up' agenda.

As Policy and Research Officer, you will be expected to undertake the following roles and responsibilities, although the list is not exhaustive. Working in a small organisation, the postholder will be required to undertake additional duties aligned with the general nature and level of the role as directed by the Executive Manager.

- Undertaking or commissioning research.
- Gathering and analysing data and information.
- Demonstrating expertise in particular subject areas or drawing upon the expertise of others.
- Keeping up to date with the latest social and economic research and policies and strategies, especially those related to local and regional development, and brief others on these.
- Providing advice to the Executive Director, YU Board, members and partners.
- Representing YU and member institutions at external meetings.
- Supporting or coordinating meetings, events or debates.
- Writing briefings, reports and other online publications, such as blogs.
- Delivering oral briefings and presentations.
- Carrying out consultations with internal and external stakeholders.
- Writing and monitoring communications outputs to ensure consistency and accuracy.

### PERSON SPECIFICATION

- Under-graduate degree level qualification in a broadly relevant subject area or an equivalent level of knowledge gained through professional experience.
- Detailed interest and experience in the formulation of policy, especially in relation to (sub-national) economic development, and in delivering impact and change.
- Knowledge and understanding of the latest policy issues facing the higher education sector.

- Excellent written and verbal communication skills, as well as the ability to absorb complex information and present it to different audiences in a clear and accessible way.
- Interpersonal skills, and to work and build relationships with a wide range of people holding different views.
- The ability to work as part of a team, but also work independently, use initiative and be pro-active.
- Effective research and analysis skills (embracing both quantitative and qualitative methods).
- Excellent organisation skills, to track priorities, work to deadlines and manage projects.
- A flexible and adaptable approach, able to respond to shifting and emergent priorities and a rapidly evolving external environment.
- The ability and desire to acquire and maintain knowledge of a policy area or areas, good judgement and initiative, and advising others on the most effective course of action.

The closing date for receipt of applications is **noon on Friday 13 August 2021**. Applications, in the form of a CV and also a covering letter of no more than three pages, setting out you meet the person specification, should be emailed to:

[recruitment@yorkshireuniversities.ac.uk](mailto:recruitment@yorkshireuniversities.ac.uk)

Short-listing will take place on 16 and 17 August, and interviews are being scheduled for either 23 or 24 August 2021.

To arrange an informal discussion about the role, please email Emma Dick, Executive Assistant, at: [e.i.dick@yorkshireuniversities.ac.uk](mailto:e.i.dick@yorkshireuniversities.ac.uk)

Further information about Yorkshire Universities is available at: [www.yorkshireuniversities.ac.uk](http://www.yorkshireuniversities.ac.uk)