****

**Professional Services**

**Planning Department**

**Public Policy Officer**

**ZZ005215**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £30,942 - £34,804 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch.  Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



****

**The role**

With the expansion of the university sector and the switch to a greater reliance on a student loan model for funding over the last few years the university sector has come under increasing political scrutiny. Are universities value-for-money? Are universities producing too many graduates? Do universities produce too many graduates with the wrong skills? Are universities out of touch and have we forgotten our ‘civic’ role?

With a new regulator, a new government with a big majority, and the potential for universities to be found on the wrong side of perceived cultural wars, the level of scrutiny will only increase. This will create challenges but also opportunities to influence public policy and change minds.

While there are sector bodies to do some of this work, it is increasingly important for individual universities to make their own voice heard, to engage with public policy debates – both locally and nationally – and to engage pro-actively and constructively with political stakeholders.

The University is recruiting a Public Policy Officer to support our Head of Policy with this work. You will report to the University’s Head of Policy, who reports directly to the Vice-Chancellor. The Public Policy Officer can expect regular engagement with senior university leaders, key external stakeholders and to be at the centre of the University’s thinking and approach to public policy issues and debates.

(For further details please see the attached job description and person specification below.)

**The person**

If you are keen on a career in public policy and public affairs, this is an excellent development opportunity for you. You will be given the support and opportunities you need to develop your skills and advance your career. You will be intellectually curious, keen to use your initiative and be comfortable making judgements and defending them often with incomplete information. You will be at ease with fast changing priorities and able to produce high-quality content, often at short notice. You will also be excellent at building and managing relationships with people with different levels of seniority both within and outside the organization.

Now is also an exciting time to join the University. We are in the early stages of an ambitious 2030 vision as well as a university strategy to 2025. As you will be based in the University’s Planning Department you will be involved in some of this work.

If you are interested please email Dean Machin, Head of Policy (dean.machin@port.ac.uk), to arrange an informal conversation.

**Planning Department - University of Portsmouth**

**Organisation Chart (December 2020)**

**NB**: The Head of Policy reports to the Vice-Chancellor for strategic purposes and the Director of Planning for operational purposes.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

**1. JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** | Public Policy Officer |
| **Grade:** | 6 |
| **Faculty/Centre:** | Professional Services |
| **Department/Service:**  **Location:** | Directorate – Planning  University House |
| **Position Reference No:** | ZZ005215 |
| **Responsible to:** | Head of Policy |
| **Responsible for:** | N/A |
| **Effective date of job description:** | December 2020 |

|  |
| --- |
| **Purpose of Job:** |
| Working under the direction of the University’s Head of Policy the role-holder will support the work of the Vice-Chancellor and senior management team in raising the University’s profile in the policy and public affairs space.    The role will involve research and analysis and working across the University with teams at all levels. The role will also involve engaging with external agencies to represent the University, as well as promoting its interests and aiming to influence the local and national policy agenda. |

|  |
| --- |
| **Key Responsibilities:** |
| **Research, analysis and advice**   * Supporting and contributing to horizon scanning, analysis and high quality briefings on higher education policy issues for groups including senior staff and governors. * Providing support on public affairs and policy issues and developing recommendations for action. * Identifying opportunities arising from policy developments. * Contributing to the formulation of the University’s response to external policy issues. * Supporting and contributing to thought pieces authored either by the Head of Policy or Vice-Chancellor.   **Influencing and responding to the national policy agenda**  Supporting the Head of Policy and Vice-Chancellor   * To influence the national policy context through external networking, lobbying and other activities; * To increase the voice of Portsmouth and similar universities in national developments; * Supporting profile-raising activities through policy engagement, presentations and publications in local and national media outlets; * Supporting the planning of the University’s public policy and public affairs engagement activities, including day-to-day management of those activities.   **Collaboration and Communication**  Activities will include:   * Helping to create high quality material including speeches, presentations, blogs, and briefing papers for the senior management team; * Supporting the Head of Policy to work with the other stakeholders within the University to coordinate key external stakeholder visits, including VIPs and politicians. * Building and maintaining strong and effective relationships and networks with key external contacts; * Developing and maintaining a good working relationship with the University’s Communications team; * Representing the University at events, with or without the Head of Policy;      * Engaging with our academic community to develop an understanding of the University and so opportunities and to promote it externally.   **Working with external agencies**  To include:   * Helping to identify appropriate external partners and stakeholders; * Supporting the relationship with particularly partners, including day-to-day management of contracts.   **Other Functions**   * Representing the Head of Policy when required both internally and externally. * Supporting ad hoc project work and participating in project teams as required by the Vice-Chancellor or Head of Policy. * Undertaking such other duties as may reasonably be required by the Head of Policy or the Vice-Chancellor. |

|  |
| --- |
| **Working Relationships:** |
| Vice-Chancellor and his Executive Assistant  Head of Policy  Pro-Vice Chancellors  Executive Deans  Director of Planning  Other colleagues in Planning  Head of Media and Communications and key staff in the Press Office  Interaction with external contacts including politicians and civil servants (locally and nationally), policy advisers, university mission groups, as well as regional and national business groups. |

**2. PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Knowledge and/or experience of public affairs | E | AF/S |
|  | Knowledge and/or experience of current trends in HE policy | E |  |
|  | Experience of briefing senior colleagues on public affairs and writing briefing papers, speeches, blogs and contributing to press statements | D | AF/S |
|  | Experience of managing and organising senior level visits and events | D | AF/S |
|  | Experience of working with communications colleagues | D | AF/S |
| **2.** | **Skills & Abilities** |  |  |
|  | Intellectually confident and inquisitive | E | AF/S |
|  | Ability to work effectively with people of all levels – both within and outside the organisation | E | AF/S |
|  | Ability to manage own workload and work across teams | E | AF/S |
|  | Strong research and analytical skills (both quantitative and qualitative are desirable) | E | AF/S |
|  | Ability to write in clear, simple English to different audiences | E | AF/S |
|  | Ability to communicate complex issues succinctly and accurately | E | AF/S |
|  | Good organisation and planning skills | E | AF/S |
|  | Ability to deal calmly with conflicting demands and to self-manage | E | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree level education | E | AF |
|  | Post-graduate qualification | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Confident working on own initiative | E | AF/S |
|  | Adaptable and supportive approach to working within a small team | E | S |
|  | High degree of professionalism | E | AF/S |
|  | Self-motivated and responsive | E | AF/S |
|  | Discretion tact and diplomacy | E | S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)

**3. JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this and give details in the free text space provided.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/non-ionising radiation/lasers/UV radiation | | 21. Soil/bio-aerosols |  |
| 10. Asbestos and or lead | | 22. Nanomaterials | |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | DEAN MACHIN |
| **Date** | DECEMBER 2020 |
| **Extension number** | 3119 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given