

Policy Unit Manager

Job Ref: REQ220541

We are creating a new Policy Unit at our Loughborough University London campus and this exciting new role will be key to bringing this important initiative to life.

The Unit will form part of a University-wide strategy for policy development and engagement and will aim to bolster the University's profile with policy leaders and influencers. It will also engender a strong and active policy-oriented culture internally.

The Unit will seek to influence not just Westminster based activity, but also regionally and internationally, and with regulators, think tanks and other relevant policy forums. The themes or priorities for the Unit will build on the University's distinctive strengths and strategic priorities and will bring together experts from different disciplines to tackle major societal issues.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Role Purpose

To manage delivery of the programme of events and publications provided by the Policy Unit, and to manage systems and processes associated with delivery of activities across the University which are funded or supported by the Policy Unit.

The Policy Unit Manager will also lead on ensuring high quality programme and communications management and will be the main secretariat support for the Management Team and the external Advisory Board.

JOB DESCRIPTION

Job Grade:

Management and specialist Grade 7

Job Duties

The main responsibilities of the Policy Unit Manager are:

- To work with the Head of Unit in establishing the new Policy Unit, taking responsibility for the setting up of an external Advisory Group
- To work with the Head of Unit to manage and deliver a programme of events and publications with and for external partners, and liaising with other professional services staff to ensure smooth delivery
- To lead the establishment of systems and processes associated with the running of a complex programme of activities, including managing the budget associated with the Unit's events and publications
- To support the delivery of events and activities delivered by the Policy Development Manager across the University, including liaison with other professional services staff
- To manage systems to track and support all projects being funded or supported by the Policy Unit. This includes providing regular reports to the Head of Unit on the progress of projects

- It will also involve working with the Policy Development Manager to convene joint events and showcase activities, bringing together projects from across the University to share ideas and best practice
- To act as the senior secretariat for the Policy Unit Management Team and the external Advisory Board for the Policy Unit, and to work with the Head of Unit in supporting both bodies, including advising on Terms of Reference and management of external representatives. Work will also include preparation of agendas and papers, minute-taking, and operating as a key contact point for external members and speakers
- To manage good governance across the Policy Unit, leading the running of relevant working groups/committees, and ensuring good practice in meeting preparation, minute taking and action delivery
- Develop and foster effective relationships and work collaboratively with colleagues across the organisation
- To participate in Policy Unit team meetings and to operate as an active member of the team
- To maintain strong relations with other professional services staff, including participating in meetings and other group activities
- To undertake other reasonable duties, as directed by the Head of Unit.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others, and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to working with and supporting the University's Equality, Diversity, and Inclusion policies

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of the Policy Unit

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of managing complex projects with multiple senior stakeholders	1, 2, 3
	Developing and maintaining effective working relationships with senior stakeholders	1, 3
	Excellent meeting management experience, including agenda-setting and minute-taking	1, 3
Skills and abilities	Strong project management skills, with an ability to co-ordinate and manage the delivery of projects sometimes led by other teams	1, 3
	Knowledge of systems management associated with the co-ordination of a varied programme of events and other activities	1, 3
	Knowledge of systems and processes to support monitoring and evaluation of projects	1, 3
	Excellent verbal communication and stakeholder management skills, with a keen interest in policy	1, 3
	Possess the ability to work productively, efficiently and effectively with attention to detail and quality	1, 2, 3
	Excellent analytical skills, including the ability to summarise accurately a wide range of views and be able to quickly identify key issues from a range of sources of information	1, 2, 3
	Strong interpersonal skills, builds relationships across an organisation and with a range of stakeholders	1, 3
	A can-do attitude and enthusiasm for the role	3
	Able to prioritise tasks and work to deadlines	1, 2, 3
	Able to use own initiative and develop ideas with the team	1, 3
	Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media	1,3
	A strong team player with the ability to lead and give direction	1,3
	Ability to work independently and as part of a team.	1,3
	Can demonstrate their engagement with conceptual thinking, innovation, and management of change	1,3
	Ability to build relationships and collaborate with others, internally and externally	1,3
Competent IT/Internet user.	1,3	

	Able to demonstrate professional judgement and diplomacy	1,3
Training	Willingness to undertake appropriate further training which will include teaching practice development and to adopt new procedures as and when required.	1, 3
Qualifications	A strong educational profile up to and including a Degree or equivalent in a relevant discipline. Relevant career experience to the role gained within an educational setting	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Awareness of current issues impacting on the HE environment	1
	Experience in policy management	1,2,3
Skills and abilities	Effective in recruiting, managing and motivating staff	1,3
Qualifications	Relevant Professional Qualifications, or a willingness to undertake this qualification	1

Conditions of Service

The position is Full time and open ended. Salary will be on **Management Specialist Grade 7, £42,149 to £50,296 per annum, plus £3,252 per annum London allowance**, at a starting salary commensurate with experience and confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

Loughborough University London Staff are eligible to apply for an interest free season ticket loan and corporate gym membership.

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>