

Policy Adviser – FE, Skills and Apprenticeships

Basic information

Scale: 2

Job family: External and Customer Services

Terms: Permanent

Location: Cheltenham, although flexible work locations are available

Reports to: Senior Policy Manager

Direct Reports: N/A

Team: Policy

Business unit: Strategy, Policy and Public Affairs

Date reviewed: November 2020



Job purpose:

The Policy Adviser will play a key role in shaping UCAS' response, as well as navigating and enhancing our understanding during a period of political change. The role will also support the overall objectives of the Policy Unit, namely, to improve UCAS' reputation as a source of thought leadership and policy expertise across education and skills.

The Policy Adviser will work closely with the Senior Policy Manager and Senior Policy Advisor to deliver the objectives within their designated policy area. The postholder will also support the Senior Policy Manager in advising the Executive Head of Strategy, Policy & Public Affairs and wider UCAS Executive, on relevant policy and the broad range of issues facing UCAS.

Key accountabilities:

- Develop a deep understanding of the FE, skills and apprenticeships landscape, providing high quality and timely internal briefings on developments.
- Support development of UCAS' position and public narrative regarding FE, skills and apprenticeships through relevant outputs, as agreed on the UCAS publications grid.
- Highlight, understand, and support mitigations against any reputational risks in relation to FE, skills and apprenticeships.

- Support the development of a stakeholder engagement plan in their area, and own stakeholders' relationships at an appropriate level.
- Support development of UCAS services and strategic plan in relation to FE, skills and apprenticeships.
- Support both the public affairs and strategy leads to deliver effectively on their responsibilities.
- Deputise for the Senior Policy Manager as required.
- Support delivery of the work within their designated area, with responsibility for the accuracy and quality of their outputs, and the measurement of success.
- Analyse, and support the management of risks associated with their area of work, including both commercial and political risks.
- Contribute inputs into the UCAS publications grid, liaising with the Senior Policy Manager and the Head of Marketing, Content and PR.
- Support the management of complex policy questions faced by UCAS in their designated area.
- Act as an ambassador for UCAS at external meetings, conferences and forums, ensuring that UCAS' reputation and interests are upheld.
- Ensure the integration of policy and sector intelligence into UCAS product and service development to ensure they remain appropriate for a changing landscape.
- Ensure the effective internal flow of policy intelligence regarding their specific area.

Skills, qualifications, and experience:

- Experience of supporting the production of high-quality policy and research outputs.
- Thorough understanding of the FE and Skills sector, with an understanding of the pertinent policy issues that impact on this sector.
- Experience of working in a policy function.
- Experience and confidence in independently engaging external and internal stakeholders.
- Knowledge of how to influence and deliver Government policy change.

This role profile sets out the scope and main duties of the post at the date when it was drawn up. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

Our values in action:

Customer-focused – We understand what our customers want, and we act on their changing needs.

Collaborative – We collectively create an engaging and positive work environment.

Accountable – We take ownership of our individual and organisational performance.

Service excellence – We realise, grow, and maximise our potential.

Trusted – Individuals are trusted to make informed decisions and take appropriate risks.