

Strategy Adviser

Basic information

Scale: 2

Job family: External & Customer Services

Terms: Permanent

Location: Cheltenham

Reports to: Executive Head of Strategy, Policy & Public Affairs

Direct Reports: N/A

Team: Strategy, Policy & Public Affairs

Business unit: CEO

Date reviewed: January 2021



Job purpose

This role will be working as a key part of the Strategy, Policy and Public Affairs team, responsible for developing, articulating, and delivering UCAS's corporate strategy to put students at the heart of all activity. This role will work closely with the UCAS Board, Council, Executive, and the Senior Management Group (SMG) to bring those strategies to life through visible and transparent objectives and results, tracking progress against them, and ensuring that the business is aligned on what it is trying to achieve.

Crucially, for UCAS' strategy to succeed, it must be kept crisp and up to date, with this role supporting a refresh of UCAS' strategy, Discover Your Future, at the end of 2021 to achieve this. To be a success, this refresh will require significant engagement with colleagues across UCAS and in the education world.

Success in this role will be a refreshed UCAS strategy that is understood internally and externally, real time metrics that shape UCAS' strategic decisions, and a high performing, prestigious UCAS Advisory Council that guides decisions made by the UCAS Board and Executive.

Key accountabilities

- Ensure UCAS' corporate strategy, *Discover Your Future*, is up-to-date and relevant to stakeholders, including a refresh and relaunch at the end of 2021.
- Maintain and update UCAS' Management Board metrics to allow UCAS to have an accurate and genuine understanding of progress against the strategy.
- Integration of UCAS' digital strategy and commercial strategy into both *Discover Your Future* and the corporate metrics.
- Ownership of the UCAS Council, including a lean secretariat function (in partnership with UCAS' corporate governance team) that covers agenda setting, recruitment of members, paper content, and wider efforts to improve the performance of the Council.
- Support UCAS internal communications to ensure our strategy and progress against organisational objectives is clear and understood by for UCAS staff at all levels, connecting back and reinforcing core elements of the strategy in all relevant communications.
- Working with SMG to ensure that our strategy is translated into operational plans, with each member of SMG accountable for delivering against them.
- Ownership of UCAS Board Strategy Days and the coordination of delivering agreed outcomes.
- Special strategic projects as guided by the Executive Head of Strategy, Policy & Public Affairs and UCAS executive.

Skills, qualifications, and experience:

- Developing corporate strategies for a small-medium sized organisation
- Ability to confidently collaborate with a diverse range of stakeholders, including UCAS Board, Council, and Executive members.
- Analytical skills, including the ability to track against metrics in real-time (with support from colleagues)
- Attention to detail, with excellent written and oral communication skills.
- Ability to compile and confidently present high-quality corporate materials.
- Influencing skills.
- Demonstrable project management skills.
- Critical thinking and problem-solving skills.

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.