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| **Job Title** | **Policy Adviser** |
| **Department** | **Student Voice and Policy** |
| **Location** | **Student Centre, Talbot Campus but the post holder will be expected to attend other locations as necessary.** |
| **Normal working hours** | **37 hours per week; permanent.**  **Some flexibility will be required around key times, for example Freshers’ Fair and Student Rep training.** |
| **Salary scale** | **£** **21,814 - £24,461 (Grade 4, Spine points 15-19)** |
| **Accountable to** | **Head of Student Voice and Policy** |

SUBU employs staff through ‘Job Profiles’ as a way to try and describe how the job will feel rather than just job descriptions that generally describe tasks and roles. This means that we set out the key purpose of the role, along with skills and attributes you will need to perform the job, and then give some indication of the range of key processes you will be expected to engage with. Lastly, we cover the key tasks within our Job Description and give the Person Specification we are looking for. We hope that this will help to give you a far better feel for how we anticipate the role functioning and developing.

**Job Profile: Policy Adviser**

**Key purpose of the role**

To advise, brief and debrief elected officers on key institutional meetings to ensure there is effective representation of the student experience and advancement of the Union’s agenda. The role will also support elected officers to influence and develop policies and initiatives to improve the student experience. This involves maintaining a record of meeting representation; knowledge of progress on the Union’s agenda; keeping up-to-date with changes in the higher education sector and university policy developments; gathering insight from internal and external research in relation to the Union’s agenda; and reviewing the impact of policy work.

**General requirements to reach effective performance**

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| **General attainment:**  Educated to degree level or equivalent educational experience.  Real life relevant experience is valued alongside formal qualifications. | **Job related work experience, skills and knowledge:**  At least one year’s experience of working on education or policy development in the education or voluntary sector.  To be able to work independently on projects and be proactive in supporting students and elected officers as required.  Excellent knowledge of the higher education environment and specifically issues relating to the student academic experience. | **Time required to achieve effective performance:**  6 months  (NB. This means that this level needs to be reached 6 months after starting the job, not that all these elements are required before starting. However, the potential to achieve these in 6 months must be there from the start.) |

**Skills and attributes expected within this role**

It is useful to know the types of skills and competencies that will be expected to be displayed in this role, so the following list will hopefully give you a better idea of these attributes. Naturally there is some similarity between these and the requirements of what we are looking for in the Person Specification, but they are different. This is because we will not expect you to be competent in all these when you start. The Person Specification at the end of this document therefore outlines what we are looking for now; this list outlines where we will expect you to be when fully functioning in the role.

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| **Skills and Knowledge**   * Interpersonal skills in order to engage with and relate to students of all backgrounds. * Influencing skills to support student officers in getting their voices heard. * Understanding of student democratic systems both nationally and within SUBU and BU. * Excellent knowledge and understanding of the UK higher education sector and specifically issues relating to the student experience. * Understanding and ability to work effectively in a democratic organisation. * Excellent analytical and data handling skills. * Excellent planning and organising skills. * Good attention to detail and quality of work. * Proven project management skills. * Research and problem solving skills. * Experience of using policy to inform work. * Training, coaching and mentoring skills. * IT competence with all general office management software, and using web based applications, including social media. * Excellent competence with MS Excel. * Writing of reports and policy briefings * Time management and prioritisation skills. * Excellent networking skills. * The ability to work effectively in a team. |

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| **Competencies and attributes**   * Deeply inquisitive * Analytical * Approachable * Enthusiastic * Concern for impact * Flexibility and adaptability * Critical information seeking * Tenacity * Ability to learn quickly and apply learning * Development orientation * Thoroughness and attention to detail * Team orientation * Ability to work under pressure * Self-motivated * Well organised * Resilience |

**Key Processes: Policy Adviser**

The key processes that you will be doing in the role should give you an idea of how time will be spent each week doping various things. The % indicates the notional amount of time devoted to each of the processes within the job.

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| **Ensuring effective use of insight 15%**  Help the department to:   * Identify relevant issues for SUBU to work on by reviewing:   + ‘top issues’ insight from internal research data (e.g. SimOn and How’s SUBU for You?)   + themes, trends and pertinent issues identified from institutional meetings and external reports and data (e.g. the National Student Survey, wider HE sector reports) * Identify the relevant people, meetings, committees and organisations (SUBU, BU, NUS and MPs, etc.) with whom to share the insight gained * Assisting with the analysis of internal and external research data as necessary |

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| **Developing options 15%**   * Identifying issues which require further research post-meetings * Identifying where options for policy development would be beneficial to SUBU and students * Preparing and drafting policy options and proposals, based on the internal and external insight gained |

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| **Communicating with others 20%**   * Building strong working relationships with staff and officers across SUBU * Building strong working relationships with relevant BU staff e.g. committee chairs, and other external agencies * Sharing insight and options with relevant student officers and SUBU staff * Having pre- and post- meeting briefs with elected officers based on insight and evidence * Sharing insight and policy work/ updates/ outcomes with relevant BU staff * Attend institutional meetings when needed, to present evidence and research on behalf of elected officers * Led by the Head of Student Voice & Policy, supporting the department’s work on higher education policy national consultations * Welcoming feedback on SUBU and the department’s work |

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| **Supporting and enabling others 20%**   * Having pre- and post-meeting policy advice/ development/ implementation briefings with student officers and, where relevant, SUBU staff * Supporting student officers in their work to influence/ implement policy change/ development through advice and coaching * Participating in team meetings and developing a team atmosphere * Supporting the department’s projects undertaken in partnership with BU * Organising and servicing meetings where appropriate |

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| **Monitoring progress 20%**  Be well-informed of progress on the Union’s agenda e.g. Student Officer Manifestos; student issues highlighted from How’s SUBU for you? and SimOn etc. by:   * Maintaining a record of SUBU Officer representation at formal meetings in BU and externally * Tracking policy change and development across SUBU and BU * Providing information relating to specific research projects and policy for key reports and meetings as required by the Head of Student Voice & Policy |

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| **Reviewing and evaluating 10%**   * Supporting the department’s work to measure the impact of policy development on the student experience * Reviewing and reporting the impact of SUBU’s policy work where relevant to the Union’s agenda * Contributing to strategic planning discussions by putting forward ideas for future research projects and policy development based on evidence |

**Job Description: Policy Adviser**

SUBU issues this description as a guide to the type of tasks that you will probably be engaged in whilst performing this role. However SUBU prefers to consider as more useful, the Job Profile that focuses on the skills and competencies that you will bring to the role. You will be able to develop these skills and competencies in consultation with your line manager.

**Using insight to inform policy**

1. To assist in the analysing of data collected by SUBU through its various feedback mechanisms.
2. To review and identify issues and trends from SUBU’s research that will help inform policy development and initiatives.
3. To develop options for policy in SUBU.
4. To prepare briefings and proposals for various SUBU officers and staff on policy options.
5. To keep well-informed of higher education sector changes and university policy developments and prepare summaries/briefings for SUBU officers and SUBU/BU staff when relevant.

**Supporting implementation**

1. To develop options and proposals for policy based on Officer Manifesto commitments and student policy ideas brought forward from student democratic, representative and feedback channels.
2. To assist SUBU Officers in finalising policy proposals and ensure they are prepared for the right forum for discussion and agreement.
3. Take a lead in organising and delivering pre- and post-briefings for SUBU officers for formal meetings where policy and issues are being represented.
4. Attend institutional meetings when needed, to present evidence and research on behalf of elected officers.
5. To support the department’s work on projects undertaken with BU.
6. Support work to maintain a record of the SUBU Officers representational work such that issues can be tracked easily, and impact can be assessed when change happens.
7. To organise, deliver and develop training to students as appropriate.
8. To always work with staff, officers and students in a positive way and within the values of SUBU at all times, to help SUBU achieve its vision.

From time to time SUBU will encourage you to assist in the organisation and delivery of wider SUBU activities including working occasional weekends. E.g. open days, Freshers’ Fair, Summer Ball, Awards ceremonies, Full Time Officer elections. SUBU will also encourage you to network outside of the organisation and attend events, training and conferences as appropriate to your role.

**Person Specification: Policy Adviser**

**Criteria Essential/ Desirable**

**Experience and training**

Educated to degree level or equivalent experience E  
Experience of coordinating projects from conception to completion E Experience of helping people to develop and realise their potential E Experience of compiling and analysing qualitative and quantitative data E  
Experience of writing summary documents and briefings E

Experience of working in a political/lobbying capacity E

Experience of working with policy development and research E

Experience of working with self-managing groups doing activities E

Experience in a busy customer facing role E

Experience of working in a Students’ Union or similar democratic organisation D  
Experience of working with volunteers and/or students D

Training/coaching experience D

Experience of supervising part-time staff D

**Skills/knowledge**

Good analytical skills E

Excellent interpersonal skills E Good understanding of the higher education sector and its challenges for students E  
Skills and confidence with all office IT, using web based applications and social media EEvidence of using good communication techniques E  
Project management skills E   
Report writing skills E  
Proven planning, time management and prioritising skills E Knowledge of students’ unions and their activities E

Knowledge of public policy and parliamentary affairs landscape E

Understanding the role of staff and elected members in a democratic organisation E

Ability to empower, coach and motivate others E

Knowledge of policy development processes E

Presentation skills D

**Personal attributes**

Approachable and enthusiastic E Full understanding of and commitment to equal opportunities E  
Comfortable with getting hands dirty on tasks when needed E   
Ability to relate to and work with a diverse range of people E  
Commitment to excellent customer service E  
Comfortable working in a busy, lively office environment E  
A self-starter who works on their own initiative E  
Ability to work effectively as part of a team E  
An empathy with students and students’ unions E  
A commitment to helping others develop and realise their potential E  
Commitment to self-development E  
Flexible and willing to go the extra mile when needed E  
Maintain a positive attitude at all times E  
Thorough and committed to seeing jobs through and attention to detail E Interested in research and its application E



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# The Students’ Union at Bournemouth University

# Application Form for position of: Policy Adviser

**Please** **ensure that you have read the accompanying information before completing this application form.**

**The closing date is midday (12.00), Monday 20th January.**

**Return your completed Application Form to:** [**subu@bournemouth.ac.uk**](mailto:subu@bournemouth.ac.uk)

## The Students’ Union has been an Investor in People since 1997.

## Section 1 – Personal Details

Surname: Initials:

Address:

Post Code:

Telephone (Daytime): Telephone (Evening):

E mail address:

## Section 2 – Education, professional qualifications and other training relevant to this post

Dates Name of Institution/Training Body Qualifications gained

#### Section 3 – Employment

##### Present or most recent employment

Post: From: To:

Employer’s name and address:

Brief outline of duties:

**Relevant employment experience** (most recent first). Please indicate both paid and unpaid work and continue on separate sheet if necessary.

Employer’s name and address From – To Post and duties

(state whether full

or part time)

###### **Section 4 – Information to support your application**

In answering the following questions, please continue on a separate sheet if you need to; equally it is not necessary to fill all the space.

* 1. Referring to the information pack, please describe how your previous experience would be useful in this post and why you believe you are the right person for the job.

**4.2 From what you know about us, why do you think you would work well at SUBU?**

Section 5 – References

We require two references, one of whom should be your current/most recent employer. References may be taken up in advance of the interview unless you indicate otherwise. In this event, please supply a third referee who could be contacted prior to interview. It is likely that an informal discussion will be held prior to interview with a senior member of staff (or officer) of your current employer. Please indicate whether this is admissible to you or not.

Name:

Position:

Address:

Daytime Tel:

Email Address:

Able to contact prior to interview: Yes/No

Relationship to you:

Name:

Position:

Address:

Daytime Tel:

Email Address:

Able to contact prior to interview: Yes/No

Relationship to you:

**Planned interview date**

We are planning to interview for this role on **Friday, 31st January 2020** and **Monday 3rd February 2020.**

Please indicate below your availability for morning (between 9.30am – 12.30pm) and afternoon interview slots (between 1.00pm – 4.00pm), or both.

**Friday 31st January**: available in the **morning**  Yes / No

**Friday 31st January**: available in the **afternoon** Yes / No

**Monday 3rd February**: available in the **morning**  Yes / No

**Monday 3rd February**: available in the **afternoon** Yes / No

SUBU Equality and Diversity Monitoring Form

Personal data will be treated in strict confidence and the information on this form will be used for monitoring purposes only.

**Personal Details:**

|  |  |
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| Title: | Mr / Mrs / Miss / Ms / Dr / Other |
| Surname: |  |
| First Name: |  |
| Age: | 16-24  25-34  35-44  45-54  55+ |
| Gender: | Male  Female  Prefer not to select |

# Ethnic Origin: Please tick one of the following

|  |  |  |  |
| --- | --- | --- | --- |
| 1. *Asian or Asian British*   Indian  Pakistani  Bangladeshi  Any other Asian background |  | 1. *Mixed*   White and Black Caribbean  White and Black African  White and Asian  Any other Mixed background |  |
| 1. *Black or Black British*   Caribbean  African  Any other Black background |  | * 1. *White*   British  Irish  Any other White background |  |
| 1. *Chinese or other ethnic group*   Chinese  Any other |  | Prefer not to select |  |

**Religion or Belief: Please tick one of the following**

|  |  |  |  |
| --- | --- | --- | --- |
| No religion |  | Jewish |  |
| Bahai |  | Muslim |  |
| Buddhist |  | Sikh |  |
| Christian |  | Other |  |
| Hindu |  | Prefer not to select |  |
| Jain |  |  |  |

**Sexual orientation: Please tick one of the following**

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| Bisexual |  | Gay Man |  |
| Gay Woman / Lesbian |  | Heterosexual / Straight |  |
| Prefer not to select |  |  |  |

**Disability**

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| The Disability Discrimination Act 1995 defines a disabled person as someone who has a physical or mental impairment, which has substantial and adverse long-term effect on their ability to carry out day-to-day activities. Conditions covered may include, for example severe depression, dyslexia, diabetes, epilepsy and arthritis.  Having read this do you consider yourself to be covered by the definition?  Yes  No  Prefer not to select  If you answered yes, can you please indicate the day-to-day activities affected by your disability. (Please indicate as many as applicable)  Eyesight   Mobility  Hearing   Speech   Manual Dexterity  Physical Coordination  Ability to learn or understand, or memory  Ability to lift, carry or move everyday objects  If you wish, please state your disability here:  Please give details of any special arrangements you may require:    *SUBU is collating information around disability in order to provide a productive working environment for its employees by reviewing barriers that prevent employees to work effectively.* |

Information given on this form may be used to update databases used to identify diversity issues and the need for positive action, this data will be used for monitoring purposes only. Only a small number of authorised people have access to diversity data whatever held.

### Thank you for completing this form