

## Job Description

**Role:** Policy Officer  
**Reports To:** Director of Sector Policy  
**Direct Reports:** NA

### Role Objectives

The postholder will work with key stakeholders and policy team members to ensure policy and financial analysis work are effectively supported, developed and progressed. This will require the postholder to provide support to, and guidance and advice on, a range of policy and analysis matters at any given time.

### Main Duties and Responsibilities

#### *Policy*

- Work with team members and stakeholders to support the development of policy applicable to the sector
- Provide advice, guidance and support to members and stakeholders on a range of policy matters, including finance and funding.
- Draft reports and papers, based on specific project briefs, that will inform and advise members, colleagues and stakeholders.
- Work effectively with the Scottish Government, Scottish Parliament, Scottish Funding Council (SFC), Skills Development Scotland (SDS), National Union of Students Scotland, COSLA and other key stakeholders, to influence a range of policy and funding areas affecting the sector.
- Create reports and briefings based on meetings and updates with internal and external stakeholders.
- Act as the lead officer in designated meetings and working groups.
- Develop and maintain an awareness of the policy issues relevant to the sector and provide valued and authoritative policy and funding advice to the sector.
- Undertake consultation with members on appropriate initiatives and issues to ensure policy is positively influenced and shaped.
- Present policy information and advice to members using a range of effective communication methods e.g. written briefs/reports and presentations.
- Create first-draft reports and briefings on a range of policy matters for the Director and Senior Policy Officers.
- Translate complex and technical information, including legislation, into plain English and accurate advice.
- Work with policy team members to translate Colleges Scotland's strategic aims and objectives into deliverable activity.
- Identify opportunities for national events on policy matters.
- Undertake horizon scanning and use the intelligence gained to influence policy development and implementation.
- Attend conferences and seminars and report back on relevant issues.

### *Analysis*

- Analyse financial (includes budgets) and numerical data to support/influence policy developments and funding submissions.
- Support the analysis of patterns and trends relating to college provision and the production of statistics.
- Manipulate and interpret data, financial information and statistics to produce reports and briefings.
- Work with the SFC and other stakeholders on discrete pieces of analysis work such as reviewing the model of distributing college funding.
- Take responsibility for ensuring agreed policy data and information is stored in a secure yet accessible, location and format.

In addition to the duties and responsibilities noted above, the postholder will have other duties and responsibilities which will enable Colleges Scotland to fulfil its vision and achieve its mission.

## Person Specification

**Role:** Policy Officer

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to SCQF level 9 (e.g. degree level) or equivalent experience</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working as a Policy Officer or similar</li> <li>• Undertaking research and analysis work (financial analysis experience would be advantageous)</li> <li>• Advising and providing guidance on a range of policy matters (within an educational context would be advantageous yet is not essential)</li> <li>• Creating reports and briefing papers</li> <li>• Using Excel to extract information and create accessible Spreadsheets</li> <li>• Working effectively with a diverse range of stakeholders</li> <li>• Successfully multi-tasking and working effectively on several tasks/projects concurrently</li> <li>• Working effectively from own initiative and within a team environment.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Policy development and consultation processes</li> <li>• Effective research and intelligence gathering processes</li> <li>• Data analysis and data management processes</li> <li>• Effective mini-project and task management processes.</li> </ul>
<b>Key Skills</b>	<ul style="list-style-type: none"> <li>• Effective policy advisory skills</li> <li>• Strong writing skills and the ability to turn technical/complex content into succinct briefings/reports</li> <li>• Excellent analysis skills</li> <li>• Strong research skills</li> <li>• Ability to translate policy intentions into engaging reports and briefings</li> <li>• Strong Excel skills (both creating and reading spreadsheets)</li> <li>• Ability to build and sustain effective relationships</li> <li>• Successfully working to tight deadlines while maintaining quality</li> <li>• Excellent communication skills</li> <li>• Strong influencing and presentation skills</li> <li>• Strong analytical and problem solving skills</li> <li>• Effective networking skills.</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Able to work autonomously</li> <li>• Resilient and self-reliant</li> <li>• Highly organised</li> <li>• Analytical and enjoys working with detailed information/data</li> <li>• Team player who can build and sustain relationships with colleagues at all levels</li> <li>• Solutions-focused, self-motivated and determined to succeed</li> <li>• Tactful, diplomatic and able to build and sustain relationships with colleagues at all levels</li> <li>• Focuses on quality and ensuring details are accurate</li> <li>• Flexible in approach and able to respond creatively to new developments and to adjust priorities accordingly.</li> </ul>