

Job Description and Person Specification

Job Title:	Senior Policy and Networks Manager		
As at:	Nov 2022	Hours:	Full time (35 hours per week over 5 days). <i>We may also consider 4 days (28 hours per week) for exceptional candidates.</i>
Division:	Executive	Post No:	LH064
Job Summary	<p>Working with the London Higher CEO, the Senior Policy and Networks Manager will lead on London Higher’s policy and research work and be a prominent voice in London HE.</p> <p>The Senior Policy and Networks Manager will play a key role in gathering intelligence, analysing and interpreting evidence, and becoming an external face for the organisation, communicating policy positions to government and other relevant external stakeholders. In conjunction with this the post holder will build and maintain our ever-closer London Higher community, regularly bringing together London HE colleagues through our core networks, to listen to, discuss key issues and create impactful outputs for the sector and London Higher’s members.</p> <p>This role would suit an experienced and enthusiastic policy officer who is looking to progress their career through a prominent position in London HE.</p> <p>The post holder would be expected to be present in London, either in the office, visiting members or at sector events, at least two days a week.</p>		
Job Content			%
1.	Create and lead on London Higher’s policy and research work to inform and support the aims and priorities of London Higher and its member institutions. This will include drafting high-quality, evidence-based documents, consultation responses, reports and publications for a variety of audiences, including but not restricted to Government, Office for Students, UK Research and Innovation, Greater London Authority, press and member institutions.		40
2.	Work with the wider London Higher team to disseminate our policy work. This will include being one of the public-facing ‘voices’ of London Higher and developing a profile as a respected ‘go to’ sector expert; being confident in representing London Higher at important stakeholder meetings and through speaking engagements, blogs, podcasts, social media and measured comments to the media.		10
3.	Proactively advising and providing oral and/or written briefings for the CEO and Board and other relevant colleagues on developments in HE policy, legislation, regulation, best practice and data/research that are relevant to London Higher and/or will impact on member HE institutions.		05
4.	Convene and lead on the running of London Higher’s established networks. This will include, with support from the policy team, holding regular network meetings to engage with members, establish their priorities and concerns, and work with them to produce relevant and impactful outputs.		30
5.	Line manage two Policy and Projects officers. This will include supporting them to run the administrative side of the network meetings and helping them own and pursue policy initiatives of their own and develop their own ‘voices’ on areas of interest.		10
6.	Be the lead information, data and research contact for London Higher. Responding in a timely manner to member and stakeholder’s requests and ensuring there is relevant collaboration with London Higher colleagues, as appropriate.		05
7.	<i>Any other duties reasonably required of the post-holder by London Higher’s CEO/COO.</i>		

JOB REQUIREMENTS/PERSON SPECIFICATION

TECHNICAL KNOWLEDGE AND SKILLS

Essential

- Experience working in a policy, research or consultancy post;
- Ability to gather and interpret quantitative and qualitative evidence from a wide range of sources, analyse the main findings and ascertain the implications for policy;
- Demonstrable excellent written and oral communication skills, with the ability to tailor communications across a range of audiences from specialists in higher education to the general public;
- Ability to understand the wider public policy environment, identify the motivations and needs of different stakeholders, and the key policy issues;
- Ability to build positive and constructive relationships with London Higher colleagues and externally, with individuals across a range of skills and seniority;
- Ability to manage a workload across multiple projects, prioritise, and deliver to deadlines that can change due to new policy developments; and
- Experience of convening and hosting groups or networks.

Desirable

- Line management experience;
- Knowledge or experience of the higher education policy landscape in England;
- Knowledge or experience of operating in London or another regional context; and
- Experience or understanding of the work of a membership organisation.

EDUCATIONAL REQUIREMENTS AND PROFESSIONAL QUALIFICATIONS

- Educated to degree level or equivalent experience

PERSONAL QUALITIES

- A drive to develop a public profile in higher education policy through blogs, reports and presentations;
- Self-motivated with excellent organisational and planning skills and an agile and flexible approach;
- A proven 'can do' attitude and a willingness to learn and develop policy areas of interest;
- A flexible team player, able to lead the policy team, ideally with experience of working in a small organisation and a willingness to work collaboratively, but also to work independently when necessary;
- Excellent interpersonal skills, including the ability to listen, communicate effectively and appropriately at different levels – including the most senior; and
- Comfortable with multi-tasking and working to different deadlines.

REPORTING LINES	Reports To (Job Title)	Chief Operating Officer
	Responsible for (No of staff in each grade)	2