



**University of
Nottingham**

UK | CHINA | MALAYSIA

ROLE PROFILE

Job Title:	Political and Public Affairs Officer
School/Department:	External Relations
Job Family and Level:	Administrative, Professional and Managerial, Level 4
Contract Status:	Fixed Term until 28 th February 2020.
Hours of Work:	Full-time (36.25 hours per week)
Location:	University Park Campus
Reporting to:	Deputy Director, Communications, Advocacy and Global Affairs

Purpose of the Role:

To support and play an active role in the development and delivery of a dynamic and wide-ranging public affairs programme at the University of Nottingham. Working with the Political and Public Affairs Unit, to the Deputy Director of Communications, Advocacy and Global Affairs, you will be responsible for the day-to-day operational effectiveness of the University of Nottingham's public affairs activity, coordinating activity government relations across three campuses (UK, China, Malaysia) and facilitating effective external policymaker engagement at the local, regional, national and international levels. Civic and regional relationships will play an important part in the initial focus for this role, so strong networks across Nottingham, the East Midlands and the Midlands would be an advantage.

	Main Responsibilities	% time per year
1.	Operational responsibility for the University of Nottingham's public affairs programme <ul style="list-style-type: none">• Maintaining and developing the University's external engagement forward planning grid and authoring updates to senior staff across the institution.• Developing, collating and delivering a portfolio of external and internal stakeholder communications products – i.e. quarterly bulletins to senior UK/ China/ Malaysia policymaker audiences.• Producing effective and high-level correspondence, presentation material and other collateral on behalf of the Deputy Director.• To gather intelligence from a variety of different internal and external sources and disseminate it effectively to the Deputy Director and the wider circle.• Responsible for the organisation and up-keep of accurate and secure office systems, correspondence, templates, and department files.	30%
2.	Project and events support for specific initiative within the political and public affairs programme <ul style="list-style-type: none">• Supporting a portfolio of diverse projects including:<ul style="list-style-type: none">○ The maintenance of the University key stakeholders programme○ University responses to government policy development○ Nottingham/ London/ China/ Malaysia-based events○ The Nottingham Westminster Network○ Overseas political engagement opportunities○ Party Conferences	30%
3.	Providing a "first point of contact" for political and public affairs	10%

	<ul style="list-style-type: none"> Working with colleagues across the External Relations Directorate and Vice-Chancellor's/Executive Office to ensure the effective and timely triaging of information, opportunities and requests. To attend meetings and events on behalf of the Deputy Director and, by extension, the University – with all that this denotes. 	
4.	<p>Administrative and Secretariat support to the Deputy Director and the Political and Public Affairs Unit, including;</p> <ul style="list-style-type: none"> Ensure that the administration and information architecture of the Political and Public Affairs Unit runs smoothly, makes the most of current technology and integrates well with other University systems. To work effectively with other executive support to the Deputy Director, ensuring that protocols around diary management, travel, and external engagement are managed to an optimal standard. To proactively plan and co-ordinate the Unit's activity. Prepare and distribute meeting papers in consultation with the Deputy Director and other senior stakeholders, ensure accurate note-taking, draft and share meeting minutes and matters/actions arising, regularly review and progress outstanding actions. Co-ordinate and/or write briefing papers to a consistently high standard ensuring the contents are accurate, proportionate to the meeting/phone call and prepared well in advance. 	20%
5.	<ul style="list-style-type: none"> Develop and expand an understanding and appreciation of the political and public affairs objectives of the University to enable complex and delicate issues to be dealt with appropriately and in confidence and to ensure that all meeting content is appropriate and in keeping with the public and political affairs and wider strategies of the University. Maintain and enhance personal knowledge, skills and networks by developing independent, strong and positive working relationships with the offices of the Vice-Chancellor, Deputy Vice-Chancellor, Pro-Vice-Chancellors, other University Executive Board members and their key contacts (and others where relevant and appropriate) internally and externally to ensure the smooth and effective running of their external engagement portfolios and to establish or maintain a positive impression and the good reputation of both the External Relations Directorate and the University. Play an active role in the appropriate professional bodies within the HE/ political affairs sector and the wider private and public charitable sector. Keep abreast of and remain responsive to sector / political news and developments. 	5%
6.	<ul style="list-style-type: none"> Other duties to support the External Relations Directorate, Executive Office or Vice Chancellor's Office as required. 	5%

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	<ul style="list-style-type: none"> Educated to degree level having achieved a minimum of a 2:1 or equivalent plus prior experience in a similar role. 	<ul style="list-style-type: none"> 1st Class degree.
Skills/Training	<ul style="list-style-type: none"> Excellent computing skills including Microsoft Office (Excel in particular) and databases. Extremely strong administrative skills – organisation, project management and understanding of a fast-paced office environment. Presentational flair, with an ability to effectively sum up complex policy issues across written, spoken and visual formats in a cogent, yet compelling manner. 	<ul style="list-style-type: none"> Evidence of proactive development of professional networks in a relevant field. Training in public relations, events management, and policy development. Adept at using social media, with an interest in current developments in relevant information technology. Project Management qualification (i.e. PRINCE II).

	<ul style="list-style-type: none"> • A willingness to take ownership of sometimes complex, yet often onerous administrative tasks – understanding their importance to a successful public affairs programme. • Ability to handle confidential or sensitive information. • Excellent interpersonal skills – confident and with strong negotiation and influencing skills. • Exceptional attention to detail and accuracy in work and ability to manage own workload with minimal supervision whilst taking decisions and thinking creatively. • Good personal presentation and social skills, discretion, maturity and calmness under pressure. • Knowledge of higher education policy in the context of government relations. • Excellent understanding of the UK local, regional and national political process. 	<ul style="list-style-type: none"> • Ability to articulate the role that Universities play in the UK and the world, with passion and enthusiasm.
Experience	<ul style="list-style-type: none"> • Extensive experience of working in a UK policy/ public affairs/ politically-focused office. • Experience of supporting very senior staff in a policy/ public affairs/ politically-focused office. • Events management experience – preferably involving high-profile figures. • Experience of preparing documentation, briefings, running events, managing diaries, sourcing intelligence (from a range of sources) and disseminating content. • Administrative experience of a fast-paced, high-pressure office environment. 	<ul style="list-style-type: none"> • Experience of working in a higher-education/ education/ research focused organisation. • Experience of working for an MP in the House of Commons.
Statutory/Legal	<ul style="list-style-type: none"> • Working knowledge of Freedom of Information and Data Protection issues. 	

Additional Information

The role is pivotal to the efficiency and effectiveness of the University of Nottingham's interaction with policymakers at all levels. The role will make a significant contribution to the day to day operations of the way in which Nottingham external reputation with these audiences is developed and maintained.

It is, therefore, a high-pressure and fast-paced position that will require a post-holder with significant intelligence, professionalism, talent and creativity.

Supporting the Deputy Director, External Relations (Public Affairs) in developing an ambitious new portfolio of activity for the University, the post will also work closely with the University's Vice-Chancellor and Pro-Vice-Chancellors', their offices – and colleagues across the institution. Curiosity, enthusiasm and integrity are characteristics that are a prerequisite for effectively developing the role, and supporting the aims of the programme.

The workload of the Political and Public Affairs Unit is significant – varied, fast paced and high in volume and it is essential that the role holder has the ability to manage their own workload with minimum supervision.

The role holder also has to liaise with a wide range of people across the University and externally and it is essential that they possess good personal presentation, social and diplomacy skills to represent the University in a professional and ambassadorial role. It is essential that the successful candidate is an articulate, intelligent, and engaging individual capable of working with individuals and organisations of considerable reputation and influence.

The role also requires the ability to work well under pressure to meet tight deadlines.



The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women's careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.