Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Institute Policy and Engagement Manager</th>
<th>Job family and level</th>
<th>Administrative, Professional and Managerial Level 5</th>
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</thead>
<tbody>
<tr>
<td>School/Department</td>
<td>ITSS, Faculty of Engineering</td>
<td>Location</td>
<td>Jubilee Campus</td>
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Purpose of role

The Institute of Technical Skills and Strategy (ITSS) is a brand new UK Institute, which focuses on technical skills and strategy across the UK higher education and research sector. It will undertake research, influence key stakeholders and test new projects to support and grow UK technical capability and capacity.

The Institute is seeking a highly motivated and experienced Policy and Engagement Manager with a strong background in policy-making and government engagement to join our team. The Policy and Engagement Manager will play a crucial role in building and maintaining relationships with government departments, agencies and key sector organisations to influence policies and programmes that align with our vision to ensure the UK has the technical capabilities and capacity to be a research and innovation superpower in line with UK government ambitions.

The role will report to the Institute Head of Operations.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

| 1 | Policy influence and development. Develop and implement strategies for government engagement in collaboration with the Institute Directors, and senior leadership and policy makers within partner organisations. Identify opportunities to influence policy decisions and advocate for policies that align with ITSS interests. This may involve conducting research, drafting policy positions, and developing advocacy strategies. Monitor and analyse government policy and regulatory developments that could impact ITSS’s operations and make recommendations to senior leadership. Represent ITSS in public forums and engage with policymakers, industry groups, and other organisations to promote the organisations policy positions. Represent ITSS in government consultations and other relevant forums to ensure our voice is heard and our priorities are understood. Work closely with the Research Cluster of ITSS in developing themes from data for use in policy. | 35% |
| 2 | Stakeholder engagement | 30% |

RPF Band C
- Build and maintain relationships with government officials, ministers, and decision-makers to advocate for policies and programs that align with ITSS’s mission.
- Identify collaborative opportunities and work in collaboration with these stakeholders in setting or influencing policy at a UK level.
- Act as a key point of contact for the Institute in understanding the needs of a diverse range of partner organisations, making links to potential engagement opportunities across the relationships built.
- Collaborate with internal teams to ensure that our engagement with government aligns with ITSS’s overall goals and objectives.

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<th>Policy communication</th>
<th>3</th>
<th>30%</th>
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| - Expertly write and edit policy documents (e.g. response to government consultations etc.)
| - Take professional pride in and responsibility for the quality of the ITSS activities and outputs.
| - Develop agreed reporting, approval and consultation structures that enable effective delivery of the above. |

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<tr>
<th>Other</th>
<th>4</th>
<th>5%</th>
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<td>- To undertake any other reasonable duties as deemed appropriate within the scale and scope of the post.</td>
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Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | A highly experienced policy and engagement professional able to demonstrate a range of skills, in particular:  
|        | ▪ Highly developed copywriting ability, proofing and editing skills  
|        | ▪ Excellent attention to detail  
|        | ▪ Excellent interpersonal skills which enable effective collaboration with colleagues and stakeholders  
|        | ▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding and often conflicting deadlines  
|        | ▪ Proven listening and creative thinking skills  
|        | ▪ Excellent negotiation and influencing skills  
|        | ▪ Ability to demonstrate strategic thinking and effective decision-making  
|        | ▪ High degree of initiative, responsibility and self-motivation  
|        | ▪ Track record of working collaboratively as part of a team  
|        | ▪ Strong organisational skills  
|        | ▪ IT skills and ability to effectively use online tools |

| Knowledge and experience |        | ▪ Substantial experience in a policy/advocacy role  
|                          |        | ▪ Experience of effective engagement with external stakeholders in a policy setting  
|                          |        | ▪ Ability to convert complex information into an effective and accurate brief  
|                          |        | ▪ Ability to be diplomatic in sensitive situations  
|                          |        | ▪ Experience of preparing documentation, articles, briefings, running events, sourcing intelligence and disseminating content  
|                          |        | ▪ Experience of liaising and working with journalists |

| Qualifications, certification and training (relevant to role) |        | ▪ Honours Degree or equivalent qualification plus relevant work experience or proven strong track record of relevant work experience |

| Qualifications, certification and training (relevant to role) |        | ▪ Significant experience of working with multiple external organisations to influence policy change  
|                                                             |        | ▪ Proven experience of developing, co-ordinating and managing large scale events that involve high-profile delegates  
|                                                             |        | ▪ Experience of working within the HE and/or research environment |
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others