



<b>Job title</b>	Lead Policy Officer (Devolved Nations)
<b>Band</b>	5
<b>Team</b>	Corporate Affairs
<b>Responsible to</b>	Director of Public Affairs
<b>Responsible for</b>	N/A

## About us

QAA is the UK's independent quality body for tertiary education, and our purpose is to ensure that students and learners experience the highest possible quality of education.

We have changed to meet the evolving needs of a sector that has undergone reform across all nations of the UK. We are the UK's authority on quality and standards, acting as custodian on behalf of the sector of reference points including the UK Quality Code for Higher Education, Subject Benchmark Statements, and the Frameworks for Higher Education Qualifications. Throughout the UK we are the trusted partner of governments and funding bodies. In Scotland, Wales, and Northern Ireland, we work in collaboration with the sector to meet the needs of each nation. In England, our highly successful membership programme provides a rich source of resources to strategic leads, quality specialists and students and learners alike. Globally we are recognised as one of the world's leading quality bodies and support the UK sector as it welcomes international students and extends its reach through transnational education.

We are a remote first organisation and encourage day-to-day flexibility. It's important to us that our working environment enables us to deliver our services in a way and location that provides the best outcomes for our stakeholders and customers and meets their expectations. Alongside this we want individuals and teams to feel empowered to work where, when, and how they want, providing that business needs are met.

The Lead Policy Officer (Devolved Nations) role within our Corporate Affairs team contributes directly to the delivery of the Agency's purpose.

## The role

QAA's work across Scotland, Wales and Northern Ireland is evolving. In Scotland, QAA's quality review remit has expanded to include colleges deliver further education in addition to the higher education providers under a new tertiary framework. The new Welsh regulator Medr is developing a new approach to quality in Wales over the next 18 months, and Northern Ireland will shortly have a new review method implemented.

We are looking for a proactive, strategic and confident Lead Policy Officer to lead QAA's policy and public affairs activity across Scotland, Wales and Northern Ireland. This will include development of public affairs outputs like briefings and policy papers, engaging external stakeholders to position QAA as a valued thought partner, and keeping QAA staff informed of the latest policy developments.

While the role is line managed by the Director of Public Affairs and is fully included in the Public Affairs team, the role will work closely with the Scotland, Wales and Northern Ireland teams, and act as a link for devolved nations public affairs across the agency.

## Key responsibilities

- Proactive monitoring, tracking and reporting of higher education policy developments related to QAA's work in Scotland, Wales and Northern Ireland.
- Support the devolved nations teams and QAA Executive to understand, engage with and develop positions on policy matters relating to quality.
- Regular public affairs external stakeholder management and liaison, including with QAA members, mission groups, sector bodies, funders, Governments and civil servants.
- Developing, drafting and promoting organisational policy positions and public affairs responses relating to issues affecting UK Higher Education, including through QAA's blog, member briefings and other public facing material.
- Developing briefings for colleagues on a range of topics including for key meetings, recent policy developments, and the political landscape.
- Speechwriting (e.g. for Annual Conference), blogs (primarily supporting/providing quality control for material generated within QAA/externally) and drafting board papers.
- Lead on the coordination and drafting of QAA's responses to external consultations and parliamentary enquiries.
- Drafting stakeholder briefings & policy positions.
- Developing QAA messaging for external audiences in the devolved nations to manage organisational reputation.
- Manage any relevant sector committees and groups.
- Support the work of others in the Public Affairs team as needed, including in relation to QAA's work in England and beyond the UK.
- Foster and maintain productive working relationships with colleagues both within own team and across QAA, emphasising collaboration and the sharing of knowledge. Actively share information and ideas to enhance practice and ensure others are kept informed of progress and developments.

## Key contacts

- Institutions and their representative bodies, funding councils, student representative bodies, government departments, parliamentary committees, industry and professional body organisations.

- Colleagues at all levels, both internal and external to QAA, in particular Public Affairs team, the Scotland, Wales and Northern Ireland teams, the QAA executive and other relevant colleagues.

Our job descriptions provide information about roles and their responsibilities at the date when they were created. They are intended to provide a general overview, and it is important to note that responsibilities and tasks may vary from time to time without changing the general character of the role or the level of responsibility entailed. Such variations are a common occurrence.

## Person specification

Attributes	Criteria	* How measured
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of public affairs work, working with civil servants, politicians and other policy makers.</li> <li>• Experience of policy development, including briefing and monitoring.</li> <li>• Experience in drafting documents and policy positions for a range of stakeholders.</li> <li>• Experience of influencing and advising senior colleagues.</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>I</p>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Degree or relevant experience in policy and public affairs development.</li> </ul>	<p>I</p>
<b>Knowledge, skills, and abilities</b>	<ul style="list-style-type: none"> <li>• Sensitivity and understanding of working in a customer and service-focused environment.</li> <li>• Ability to work effectively, as part of a diverse and dispersed team.</li> <li>• Ability to manage own work in a structured and well-planned way.</li> <li>• Excellent verbal communication skills.</li> <li>• Excellent writing skills maintaining standards to tight deadlines and the ability to write for a variety of audiences.</li> <li>• Ability to deliver high quality presentations.</li> <li>• Strong analytical skills with the ability to assimilate, analyse and evaluate large quantities of information from various sources.</li> <li>• Strong interpersonal and influencing skills, ability to apply tact and diplomacy.</li> <li>• Excellent organisational skills with a track record of balancing short-term deadlines with delivery of longer-term projects.</li> <li>• Highly developed political skills to assess sensitivities and develop appropriate ways of handling them. .</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• An understanding of the higher education sectors and policy landscape in one or more of the devolved nations (Scotland, Wales, Northern Ireland)</li> </ul>	<p>I</p> <p>A, I</p> <p>A, I</p> <p>I</p> <p>I</p> <p>I, T</p> <p>A, I</p> <p>I, T</p> <p>I</p> <p>I</p> <p>A, I, T</p>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• A willingness to work flexibly with a ‘can-do’ approach.</li> <li>• Contribute to a positive and inclusive remote work culture.</li> <li>• Open minded and adaptable to new ways of working.</li> <li>• Show initiative to meet the needs of QAA.</li> <li>• Demonstrate the highest standards of workplace ethics, honesty and integrity that inspires trust and confidence.</li> <li>• Ensure the image of QAA is represented in a positive, supportive, and professional manner.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Highly motivated and able to work in an agile environment.</li> <li>• Proactive and self-motivated.</li> <li>• Interested in professional development and continuous improvement.</li> <li>• Ability to demonstrate, understand and apply our ways of working.</li> </ul>	
<b>Location</b>	Flexible (providing it is within the UK) with some travel within the UK and, potentially, international travel.	

**\*A: Application; I: Interview; T: Interview Task**

**Date: October 2024**