



# Policy Manager

## (Education and Parliamentary Engagement)

**Job Description:**

**Salary:** £38,027 to £41,534

**Working pattern:** Full-time, Permanent (35 hours per week)

**Pension:** USS

**Annual leave:** 25 days plus bank holidays

**Location:** Hybrid working model with a central office located in London. Occasional UK-wide travel. Flexible working options available.

**Reports to:** Director of Policy and Strategy

### **Purpose**

GuildHE is seeking an experienced, ambitious and innovative Policy Manager to lead our policy work in a variety of key areas and to represent GuildHE in a range of high-level activities, including with member institutions, sector agencies and government.

The postholder will collaborate with the Director of Policy and Strategy and Policy Manager (Skills, Place and Innovation) on leading, developing and evidencing the delivery of our policy and member support work. The Policy Manager will seek to influence the government, funders and regulators, as well as provide information to and deliver supporting activities for members. This includes drafting briefings and consultation responses, maintaining a good working knowledge of specific policy areas and supporting the delivery of GuildHE's member networks. The postholder is also tasked with oversight of our parliamentary engagement activities, to promote the profile and activities of member institutions and our policy asks.

### **Key Responsibilities**

1. Regularly monitor policy and develop responses for a range of areas, including but not limited to funding and sector stability, regulation, admissions, teaching and learning, and student success.
2. Lead and contribute to GuildHE's responses to policy consultations, providing written briefings and updates to members and GuildHE staff which communicate the challenges and opportunities of relevant policy areas.
3. Conduct policy research as required, analysing national data to find trends and support evidence-based policy development and reports.
4. Develop, manage and deliver the parliamentary engagement plan, in liaison with the CEO and Director of Policy and Strategy which includes identifying and maintaining a network of influential and interested parliamentarians, special advisers and officials across the full range of GuildHE interests, and to promote the profile and activities of GuildHE and its member institutions.

5. Develop relationships, where appropriate, with other relevant agencies and bodies such as but not limited to Universities UK, the OfS, and government departments, representing GuildHE externally on a range of HE sector groups, and projects.
6. Lead and contribute to GuildHE events, presentations and communication activities as appropriate - including conferences, articles, press releases, blogs and other publications and news.
7. Plan and deliver the GuildHE party conference activity and organise parliamentary events such as parliamentary receptions and round-table seminars.
8. Lead a number of GuildHE's member networks which facilitate communication, collaboration and the sharing of best practice between GuildHE Members and support the development of evidence-based policy arguments.

**The postholder will also be expected to:**

9. Actively support the delivery of the GuildHE strategy.
10. Contribute positively to a small, professional team focused on delivering excellence in their members' interests.
11. Contribute to GuildHE's thought leadership efforts by identifying case studies across our membership and sharing best practice internally and externally to drive national conversations about new ways of working and operating in the sector.
12. Maintain strict confidentiality while providing high-quality advice and guidance to members on sensitive policy matters.
13. Demonstrate a proactive approach to embedding EDI principles within all policy development and advocacy efforts.
14. Deputise for the GuildHE CEO and Director of Policy and Strategy in a range of meetings, bodies and agencies when required.
15. Undertake any other reasonable duties as may be required.

## **Person Specification**

### **Core Skills**

- Excellent verbal and written communication skills
- Confident digital skills and highly proficient user of computer packages including MS Office and G Suite
- Understanding of different policy environments and actors
- Problem-solving, Influencing and advocacy skills
- Strong data presentation and analytical skills in both qualitative and quantitative data to inform policy and practice, including official statistics from Government and the Regulators.
- Confidence in communicating with senior stakeholders, such as GuildHE Vice-Chancellors and Principals, UKRI Executive Chairs, government officials and Ministers
- Facilitation and convening skills would be advantageous

## **Core Attributes**

- Ability to build professional relationships quickly and sustainably with members and a wide range of stakeholders
- Able to meet deadlines, to prioritise work and to anticipate major issues and problems with strong attention to detail
- Be self-motivated and communicative with colleagues, with the ability to support the wider team when required in a flexible and dynamic working environment
- To be willing to travel across the UK for meetings with members, stakeholders and events and to work flexibly, when and where necessary.
- An individual who shares our values of equity and inclusion and can translate these values into day to day work and impactful policy outcomes.

## **Ideal Experience**

- Knowledge and understanding of the higher education policy environment
- Experience of developing policy positions and responses
- Experience of synthesising complex data and/or ideas
- Experience of engaging with parliamentarians and senior policy makers