



Role profile

Job title: Policy Advisor, Education and Skills

Directorate: Policy and International

Reports to: Senior Policy Advisor, Education and Skills

Overall Aim

To undertake education and skills policy activity to support the Academy's strategic aims to harness the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

Lead specific elements of the Academy's policy projects including how we re-design what it means to be an engineer in the 21st century and how to build an inclusive education and skills system for all. This includes developing and delivering high quality, evidenced policy advice for engineering education and skills, via a fast-moving mix of reports, workshops, events, briefings and responses to consultations and inquiries. You will enjoy regular interaction with stakeholders across education, industry and government as well as with Academy Fellows and staff.

Key responsibilities include:

Managing policy projects

To define and deliver policy projects to time, within budget and at the required quality and promote and communicate the Academy's policy position on them.

Education and Skills Committee and Working Groups

To act as the Secretariat for the Education and Skills Committee, which is the Academy's governance board for Education and Skills, comprising Fellows and other education experts and stakeholders.

To draft and deliver papers and presentations and to engage in Committee meetings on a regular basis.

To provide both leadership and secretariat support to working groups.

1. Develop and own the policy brief on distinct areas in both engineering education and engineering workforce skills, articulating and presenting it to Academy colleagues and Fellows, as well as to external stakeholders.
2. Undertake analysis on a range of issues related to Science, Technology, Engineering and Mathematics (STEM) education and engineering workforce skills to support evidence-informed policy design, bringing in expertise from the Academy's analyst's team, the Fellowship, and others

to produce policy reports, government consultation responses, briefings and other documents.

3. Support the Director, Education and Diversity and Head of Education and Skills Policy to respond to internal briefs and advice to senior staff and Fellows.
4. Engage with stakeholders across governments, education, and private sector employers to bring knowledge, understanding and prospective partners and funders to the Academy.
5. Work with other education and skills policy advisors across the science and engineering communities to ensure coherence on STEM education and engineering workforce policy.
6. Work collaboratively with teams across the Academy, in particularly with Diversity and Inclusion, Research and Innovation and the National Engineering Policy Centre on pan-Academy projects. Work closely with the Academy Education Programme Team to ensure that education and skills policy informs the design and development of pilots and programmes that help increase the number and diversity of individuals entering the engineering profession.
7. Develop communication of policy output both internally and externally - through the Academy's website, newsletters and other media, providing written updates to relevant Academy Governance groups, such as the Education and Skills Committee members and other relevant stakeholders.
8. Work closely with policy colleagues across the Policy and International Directorate at the Academy and undertake any other duties reasonably required by the Head of Education and Skills Policy.

Key Results

1. Significant policy impact from the delivery of credible, high-quality, evidence-based policy advice across a range of engineering education and skills policy issues. To include: The production of timely events, policy reports, briefs and other papers that have influence in government, parliament and in devolved administrations, both nationally and regionally.
2. Close working relationship with the public affairs and communications teams to ensure effective influencing of policy makers, positive media coverage for education and skills policy activity and the timely production of all external communication media such as the relevant education and skills policy pages of the Academy website, newsletters etc.
3. The development and management of strong and relevant relationships with key government departments and other stakeholders in STEM education and engineering workforce policy.
4. The Director, Head of Education and Skills Policy and the Chair of the Education and Skills Committee regularly report satisfaction with the level of support they receive.

5. The interests of the Academy in STEM education and engineering workforce policy are represented and championed and significant impact is achieved for the Academy's education and skills policy objectives.

Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.



Role Experience, Knowledge and Skills Profile

Job Title:

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> Graduate or equivalent experience in a policy and/or skills role Experience of evidence-based policy advice and communicating with impact 	<ul style="list-style-type: none"> Experience in a public policy environment Experience of UK education and/or skills policy Experience of increasing the number and diversity of individuals with the appropriate knowledge and skills to enter a profession
Knowledge	<ul style="list-style-type: none"> Broad knowledge of public policy and the political system in UK Broad knowledge of STEM education or knowledge of engineering 	<ul style="list-style-type: none"> Knowledge of the engineering profession and landscape Knowledge of current public policy affecting engineering Knowledge of STEM education policy
Skills	<ul style="list-style-type: none"> Ability to deliver high quality work while managing competing priorities Strong verbal and written communication skills and an ability to communicate complex issues Excellent analytical skills – ideally good quantitative and data analysis skills Experience of managing policy or projects from development through to implementation Good organisational skills Ability to establish and maintain stakeholder relationships, engaging with varying perspectives to facilitate discussions and achieve consensus Ability to work independently and on own initiative 	
Personal style and behaviour	<ul style="list-style-type: none"> Personal commitment to the corporate values, vision, and objectives of the Academy Diplomatic and flexible Confident working autonomously 	

	<ul style="list-style-type: none">• Enthusiastic team player• Willing to work flexibly with constantly changing priorities• Maintain a professional and confident approach when dealing with a variety of people• Proactive, enthusiastic, organised, self-starter• The drive to make a difference in a fast-changing environment
Other requirements	<ul style="list-style-type: none">• Commitment to quality, customer service, best practice and best value in all aspects of the Academy's operations• Evidenced commitment to equality and diversity• Willingness to travel (when required)