

Role profile

Job title:	Senior Policy Advisor – Education and Skills
Directorate:	Engineering and Education
Reports to:	Head of Education and Skills Policy
Responsible for:	Policy Officer

Overall Aims

To support the Head of Education and Skills Policy to lead, develop and manage the Academy's education and skills policy activity, ensuring high quality output that has impact.

To continue to build an outstanding team to address engineering education and skills policy challenges. This will include building the team's capacity to analyse data and evidence, to commission it and to support them to engage with relevant stakeholders to create a portfolio of impact-focused work.

To pursue impacts, monitor and evaluate our work programme.

To be a recognised leader in engineering education and skills policy, representing the Academy externally and building strong networks.

Key responsibilities

- **Lead core parts of our agenda to deliver major programmes of work.**
This will include leading and delivering high quality, timely, evidence-based advice, for example reports, papers, workshops, events, and responses to consultations.
- **Lead and line manage a team delivering a diverse set of projects across education and skills policy, working with teams across the Academy.**
Coaching the team to enable them to deliver high quality outputs and develop their networks while providing an exciting, supportive and inclusive working environment that enables them to thrive. Encourage a culture of evaluation, reflection and continuous improvement.
- **Build on and implement the theory of change** for the team's programme.
- **Provide visible leadership** within the Education and Skills Policy team; help shape rapidly evolving ways of working to practically deliver on collaborative, agile, outputs that meet the stakeholder and customer needs.

- **Scope, shape and deliver programmes of work that are designed for impact.** Identify opportunities to work in partnership where it will bring greater credibility to the advice and raise the profile and impact of NEPC/Academy policy work.
- **Drive forward the development, testing, delivery and promotion** of new and compelling ways to share policy insights, evidence and advice.
- **Develop expertise in engineering education and skills policy** by working in partnership with Fellows, NEPC partners, Sister Academies and education and skills professionals. To include working with Academy analysts to develop and maintain key data sets to support an evidence informed approach to policymaking.
- **Drive forward an increased awareness of the importance of engineering education and engineering skills both with policymakers and the wider public.** Ensure tailored communications which clearly engage and influence different audiences. Work with colleagues to develop and deliver clear strategies to ensure our work reaches and influences stakeholders, with a clear plan to deliver tangible, enduring and deep impact. This might include initiating and leading regional events, leading workshops, writing blogs, using social media, networking with partners and stakeholders including government, parliamentarians and learned societies, and supporting other team members to do so.
- **Develop personal profile** within and beyond the Academy and build and maintain an effective network of contacts, including with Academy Fellows and external stakeholders, in order to enable the effective development and delivery of policy advice and to increase our impact.
- **Display personal commitment to diversity and inclusion** in your conduct and your team's work, and to proactively build consideration of diversity into our work.

Key results

- Significant policy impact from the delivery of credible, high-quality, evidence-based policy advice across a range of engineering education and skills policy issues
- Design and delivery of associated influencing activities that enhance the Academy's reputation and have a demonstrable impact.
- Strong working relationships with all key stakeholders including staff, Fellows, Professional Engineering Institutions, UK National Academies, governments, educators and third sector organisations focussed on Science, Technology, Engineering and Mathematics (STEM) education.
- Effective representation of the Academy and its education and skills policy work in the public domain.

**Role Experience, Knowledge and Skills Profile Senior Policy Advisor –
Education and Skills**

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> • A graduate or equivalent experience in a public policy role • Experience of evidence based policymaking and communicating with impact • Experience of undertaking data analysis, synthesis and/or other research methods in policy • Experience of managing projects 	<ul style="list-style-type: none"> • People management experience • Budgetary management experience • Experience or background in education and/or skills • Experience of working in an engineering and/or technology environment or with technical material • Experience teaching a STEM subject
Knowledge	<ul style="list-style-type: none"> • Excellent knowledge of key policy issues across the UK's education and skills systems • Strong understanding of parliamentary processes, policy development and the structures of government • Broad knowledge of the education and skills policy communities in the UK • 	<ul style="list-style-type: none"> • Understanding of the engineering profession in the UK • Experience in a public policy environment • Knowledge of STEM Education Policy and STEM Engagement landscape across the 4 nations of the UK • Experience of increasing the number and diversity of individuals with the appropriate knowledge and skills to enter a profession • A technical expert in schools, further or higher education with knowledge of curricula and pedagogies in engineering education • Knowledge of issues relating to engineering skills

Skills	<ul style="list-style-type: none"> • Excellent written and verbal communication skills with ability to communicate with diverse audiences (both technical and nontechnical) • Excellent at building, maintaining, and 	<ul style="list-style-type: none"> • Strong quantitative skills and familiarity with use of statistics and databases for policy work
	leveraging networks across a diverse range of stakeholders <ul style="list-style-type: none"> • Good research and analytical skills • Excellent organisational and time management skills 	
Personal style and behaviour	<ul style="list-style-type: none"> • A team player to perform effectively under pressure and at pace • Self-motivated and proactive • Diplomatic and flexible with a collaborative style. • Attention to detail: thorough, succinct, and accurate in all aspects of work 	
Other requirements	<ul style="list-style-type: none"> • Personal commitment to the corporate values, vision and objectives of the Academy • Evidenced commitment to equality and diversity. 	

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.