

## Candidate Information

<b>Position:</b>	Assistant Director and Head of Strategic Public Policy and Analysis
<b>School/Department:</b>	Strategic Engagement and External Affairs VP Office
<b>Reference:</b>	24/111720
<b>Closing Date:</b>	Friday 22 March 2024
<b>Salary:</b>	Salary commensurate with experience.
<b>Anticipated Interview Date:</b>	Wednesday 17 April 2024

### JOB PURPOSE:

Reporting to the Vice-President Strategic Engagement and External Affairs, the Assistant Director and Head of Strategic Public Policy and Analysis will establish a new Strategic Policy Unit within the Strategic Engagement and External Affairs Section to enhance the institutional and research partnerships with policy and decision makers, to enhance the university's overall engagement with government, the third sector and business and will promote Queen's research locally, nationally and internationally.

Alongside the Director of Civic Engagement and Social Responsibility (CESR), they will liaise closely with colleague across the University, including the Pro Vice Chancellor for Research and Enterprise, Director of Research, and the faculty Deans of Research to ensure that Queen's research is linked to Public Policy development within the Northern Ireland Executive, The UK Government, and the Irish Government

They will also work to establish and provide operational leadership to a new external Public Policy Reference Advisory Group within the University's structures to enhance partnerships with government, the third sector, civic society and relevant international bodies and work with academic leaders and researchers across the University to enhance the public policy capacity of the institution.

They will lead a team of senior managers and deputise for/represent the Vice President Strategic Engagement and External Affairs when required.

They will play a crucial role in developing the long-term strategy for Strategic Public Policy in Queen's and input into Strategy 2030 and provide expert advice to academics and senior managers in support of long-term institutional priorities.

### MAJOR DUTIES:

1. Lead and manage the implementation and ongoing delivery of an effective and co-ordinated Strategic Public Policy function that supports the delivery of the University's Strategy 2030, with a particular focus upon the strategic priorities of Research and Innovation and Social and Civic Responsibility, and Economic Prosperity.
2. To be accountable for the total Strategic Public Policy Performance of the Directorate and ensure effective monitoring of performance against plans and adapting approach as required to realise opportunities or correct course, as appropriate.
3. Lead, direct and manage a team of senior managers, agreeing goals and objectives, providing support and coaching to enable the achievement of individual and team goals and to actively develop staff to fulfil their professional potential.
4. Responsible for developing and delivering relevant and up-to-date public policy information to a range of stakeholders across the University including (but not limited to) the Vice Chancellor, Executive Leadership Team, senior Academic Colleagues and Directors within all Professional Services.
5. Establish links with government policymakers and political advisors to position Queen's Public Policy research within government planning and strategies.
6. Establish and provide operational leadership to the new Public Policy Reference Advisory Group.
7. Work closely with colleagues in the Research and Enterprise Directorate to ensure research with public policy impact is recognised throughout the REF 2028 (and subsequent REF cycles) process.

8. To manage and lead a series of major strategic programmes within the university ensuring overall programme development, coordination and implementation is in line with the University's Corporate Plan and relevant strategic objectives.
9. Report and advise on all strategic public policy activities to senior university leaders and stakeholders including the President and Vice-Chancellor as required and provide expert advice and guidance on all related matters.
10. Manage and lead the effective delivery of programme governance arrangements, to the highest levels within the university, through effective senior level briefings, project and programme updates and benchmarked metrics.
11. Oversee and be accountable for an operating budget of c£1.5m
12. Work with the CESR team to develop corporate responses to all relevant Government consultations thus helping to shape the development of public policy that is evidence based in line with our vision to provide research and teaching that focuses upon the needs of our society, locally and globally.
13. Work with academic research colleagues to profile their work and research to relevant external bodies, ensuring mutually beneficial outcomes that support our visions and ambitions as outlined in Strategy 2030.
14. Present reports and analysis on public sector developments and initiatives that will assist decision making within the University and the development of research and teaching.
15. Serve as a member of the Vice-President's Management Group responsible for the overall development of the Strategic Engagement and External Affairs Section.
16. Represent (with delegated authority) the Vice-President Strategic Engagement and External Affairs inside and outside the University when required.
17. Undertake any other duties as reasonably requested by management.

**ESSENTIAL CRITERIA:**

1. A degree or equivalent qualification.
2. A proven track record in strategic public policy and analysis in a similar or related role.
3. Significant relevant experience in a leadership role within a large, complex organisation.
4. Demonstrable track record and evidence of leading a public policy strategy at a senior level.
5. Evidence of building and leading new teams of professional staff, with clear evidence of staff engagement and motivation strategies.
6. Demonstrable track record and evidence of leading the development of multiple complex projects at scale (at least c£250k).
7. Strong track record of working successfully with academic stakeholders to deliver project level outcomes.
8. Evidence of sustained partnership building activities with a variety of external stakeholder groups (including policy makers and senior civil servants).
9. Evidence of financial management and financial planning and monitoring activity at significant scale.
10. Clear understanding of the higher education research environment.
11. Demonstrable and detailed knowledge of the current regional and national policy.
12. Strong oral communication style and demonstrable ability of successful partnership working with senior academic leaders.
13. Strong written communication skills to include the preparation of comprehensive papers for consideration at Executive Board level.
14. Effective interpersonal skills including successfully influencing and negotiating with Executive Leaders within a complex organisation,
15. Strong empathy and understanding of academia, Higher Education and the challenges and opportunities facing the sector.
16. The willingness to travel nationally and internationally on a regular basis.

**DESIRABLE CRITERIA:**

1. Postgraduate qualification, preferably a PhD.
2. Experience of working with Government.
3. Significant experience of working within a Higher Education environment.