1. Job Details
Job title: Head of Public Policy & Deputy Director of Planning
School/Support Department: Policy and Planning
Line manager: Director of Planning (Deputy Secretary)

2. Job Purpose
To provide lead expert advice on public policy, manage the Principal’s Policy & Executive Officer and act as deputy to the Director of Planning.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>1. Identify developments and activities of potential major impact on the University in the political and social environment in which the University operates and formulate policy analysis and expert advice for the Principal, the Court and its main committees and other senior staff. This includes ensuring familiarity with the major strategies, policies and publications of relevant bodies, maintaining an overview and identifying and providing analysis and advice on issues which might affect the University in a strategic/major way or the higher education sector arising in the UK and devolved legislatures and related bodies. Lead the drafting of responses to consultations on public policy documents to ensure that the University’s views are properly represented and clearly articulated.</td>
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<td>2. Influence the setting of the public policy agenda and major public policy developments as they affect the University. Identify strategic opportunities to do so, through interaction with the political parties, individual MSPs and MPs and other relevant bodies and individuals. Advise the Principal on such matters and draft documents intended to support the University's lobbying in support of its strategic interests.</td>
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<td>3. Deputise as required for the Director of Planning, manage the Principal’s Policy &amp; Executive Officer and, in the absence of the Director of Planning, manage the Planning Team.</td>
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<td>4. Undertake a range of high-level planning activities at University level including strategic oversight of statistical returns to the Funding Council/HESA and project management of the University’s return to the RAE2008.</td>
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<td>5. Draft speeches, papers and occasional correspondence on behalf of the Principal, and draft strategy papers and other documents for the Director of Planning, as requested and undertake other specific tasks or manage projects in support of the Principal or Director of Planning appropriate to the seniority of the post.</td>
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<td>6. Manage the Principal’s Assistance Fund budget (c. £900k) on a day-to-day basis, subject to the Principal’s overall authority as budget holder.</td>
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<td>7. Act as Secretary to the Principal’s Strategy Group to ensure effective conduct of the Group’s business; ensure effective liaison between that Group and CMG; attend meetings of the Central Management Group and the University</td>
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4. Planning and Organising
- Plan and prioritise own workload to deliver range of outputs whilst ensuring the ability to respond to ad hoc demands which are generated primarily by Senior Management/external stakeholders and are largely unforeseen and immediate.
- Identify and plan, for recommendation to the Director of Planning, the timetable of activities required to prepare the RAE 2008 submission, which is the university’s top strategic priority. This is a major strategic exercise which requires co-ordination of a large number of senior colleagues and tasks across the University over a period of two years and also involves working closely with MIS in planning the integration and delivery of the various systems that will be used to deliver the University’s submission into the RAE Bristol software.
- Plan and organise specific projects which run over a period of several years and involve senior colleagues across the University (currently fundamental review of HESA returns, establishment of a public policy network).
- Contribute to work-planning for the Planning Team in liaison with the Director of Planning.
- Contribute to strategic and annual planning for the department as a whole.

5. Problem Solving
- Think independently on a daily basis and exhibit flexibility and the capacity to formulate advice on a complex range of competing policy spheres which may impact on the University, including local government, Scotland, the UK and the EU.
- Identify messages, individuals and opportunities in a complex and dynamic environment in order to achieve a positive context in which the University can operate.
- Interpret and advise on complex draft legislation, identify difficulties which may ensue for the University, and influence changes to the advantage of the University. This includes the ability to proactively identify issues which may not obviously impact on the University.
- Monitor and identify issues with the University’s various HESA returns and influence colleagues to address these in the University’s strategic interest.

6. Decision Making
- Decide matters of potential concern/opportunity to the University in the public policy arena; decide how to pursue and advise the Principal accordingly.
- Decide how to influence public policy developments in the best interests of the University.
- Prioritise the work of the Principal’s Policy and Executive Officer.
- Act as the University’s representative in the absence of more senior colleagues, for example when responding to urgent media enquiries.
- Take urgent decisions or provide advice on matters of critical importance to the University.
- Advise and influence the SFC Executive on student number statistical returns and related funding policy and methodology as a member of the SFC Institutional Group on Statistics.
- Decide, in consultation with the Director of Planning and MIS, further development requirements for the RE data repository.

7. Key Contacts/Relationships
- The Principal on a daily basis in order to advise and influence on all areas public policy.
- Heads of College, Support Group and Senior Vice-Principal in order to advise and influence on public policy and ensure the efficient and effective operation of the Principal’s Strategy Group.
- Key external figures within the Scottish Executive, including Senior Civil Servants, MSPs, MPs, the City Council and other key stakeholder bodies in order to establish and enhance excellent relationships and influence public policy developments in the best interests of the University.
- Senior academic colleagues involved in public policy research in order to share intelligence.
• RAE academic and administrative co-ordinators in colleges and schools, MIS, Finance, HR and Registry in order to provide advice and ensure the smooth preparation and submission of the RAE 2008 return.
• Senior colleagues in HR, Finance, Registry and Careers in order to co-ordinate HESA returns in the University’s strategic interests.

8. Knowledge, Skills and Experience Needed for the Job
The job-holder will require a minimum of seven years experience in a relevant area of higher education administration or comparable area; a good understanding of the UK and Scottish higher education systems; the capacity to formulate policy advice on the basis of formal communications and informal intelligence; the ability to identify and proactively advise on matters of potential concern to the University contained in official publications and pronouncements; excellent analytical skills both in regard to qualitative and quantitative information; well-developed project management skills; excellent negotiating skills, communications skills (especially in writing), and interpersonal skills, including the ability to deal confidently with very senior individuals both internally and externally; experience of managing staff, proficiency in the use of IT skills and tools, especially the web, in relation to the duties of the post; budget management experience, energy and initiative combined with a consultative and collegial style, alongside a proactive approach and a strong service orientation; and be educated to a good honours degree level and preferably to postgraduate level, or equivalent demonstrable experience.

9. Dimensions
• Line manager for 1 administrative staff member and deputises in relation to a further 5.
• The advice provided by the job holder is of strategic importance and has the potential to impact externally and on every member of the University’s community of staff and students.
• The job holder is responsible for the day-to-day management of a budget of circa £900k and, through involvement in key policy areas has influence over significant sums of money, most notably in relation to the institution’s returns to the Funding Council.
• The University’s HESA returns are used by external bodies including funding councils to report on institutional performance and increasingly by compilers of league tables. Failure of the postholder to manage these returns strategically would impact negatively on the University’s performance and reputation.
• Contribution to the department-wide planning and strategic direction of the senior management team in Policy and Planning and responsibility for major projects to support the work of the department as a whole (currently producing departmental strategy/toolkit for staff induction and leading on gold-plating project).

10. Job Context and any other relevant information
The job holder is required to understand the full scope and operation of the University and the occasionally competing priorities of its various units. The job holder is required to have a good understanding of higher educational and research policy within Scotland, the UK, and Europe as well as the international context in which the University operates.