

PERSON SPECIFICATION
Senior Policy Adviser of the Work Foundation,
Vacancy Ref: A2650

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Postgraduate Degree or equivalent professional level and advanced skills that would typically require training and / or work experience as a practitioner	Essential	Application Form
Strong practical knowledge and experience of managing larger/complex projects, from proposal writing to delivery on time and to budget	Essential	Supporting Statements / Interview
Strong practical knowledge and experience of conducting detailed assessments/analysis on policies and practices of relevance to the WF and world of work	Essential	Supporting Statements / Interview
Strong practical knowledge and experience of quantitative and/or qualitative methods (e.g. consultations and evaluation methods) /policy analysis acquired at a senior level <i>Please use the supporting statement to provide details of the methods you are familiar with including examples of when you have used them.</i>	Essential	Supporting Statements / Interview
Strong practical knowledge and experience developing evidence-based, practical and actionable recommendations/outcomes for policy and practices	Essential	Interview
Advanced organising and planning skills to manage the workloads for self and others	Essential	Supporting Statements / Interview
Excellent communication and presentation skills (written and verbal). <i>Please attach a sample of your written work with your application</i>	Essential	Interview
Extensive experience of communicating and translating complex messages in an engaging way to a non-technical audience and through varying channels (e.g. press, social media, journals, presentations and written publications)	Essential	Supporting Statements / Interview
Effective people management skills required to resolve more controversial issues with stakeholders or to manage the performance of others.	Essential	Supporting Statements / Interview
Strong people management skills and demonstrated ability to manage people to achieve to achieve corporate and professional development goals	Essential	Supporting Statements / Interview
Effective stakeholder management skills required to manage and meet stakeholders' needs.	Essential	Supporting Statements / Interview

Strong influencing skills and a demonstrated ability to influence others work, work across business functions and build constructive, lasting relationships	Essential	Supporting Statements /
The ability to build, create and maintain new relationships	Essential	Supporting Statements / Interview
Substantial Interest and knowledge about the WF's core work areas	Desirable	Interview

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- **Application Form** – assessed against the information provided in your application form and curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** – applicants are asked to provide a statement (with examples of experience) to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, or through tests or presentation etc.