

JOB DESCRIPTION
Senior Policy Adviser of the Work Foundation,
Vacancy Ref: A2791

Job Title: Senior Policy Adviser of the Work Foundation	Present Grade: 8
Department/College: Work Foundation – Lancaster University Management School	
Directly responsible to: Deputy Director	
Supervisory responsibility for: Policy advisers and/or policy analysts	
<p>Other contacts</p> <p>Internal: WF team, LUMS academic staff</p> <p>External: Sponsors, Clients, Government Departments, the Media, Funding Bodies</p>	
<p>Job Purpose:</p> <p>The Senior Policy Adviser of the Work Foundation (WF) will lead and manage a significant business area/projects to support the WF in progressing Good Work and delivering actionable solutions and practical recommendations to secure improvements in policy and practice.</p> <p>Main Duties</p> <ul style="list-style-type: none"> • Provide practical policy advice based on sound analysis to shape strategies and working practices at the highest levels of Government, with senior business leaders, amongst business communities and wider stakeholders. • Provide high quality, accurate and timely outputs (e.g. briefings, think pieces, recommendations and advice) that inspire action and stimulate interest amongst practitioners to enable the WF to provide positive improvements in policy and practice • Deploy a range of methods to provide outputs including: the assessment of new and existing evidence/policies and practice; primary data collection (e.g. evaluation and consultations through qualitative and quantitative methods including interviews, focus groups and surveys) and; evaluation techniques to assess what works in the UK and abroad to shape development of new, innovative approaches practical actionable solutions and strategy interventions. <p>Project management and delivery (40%)</p> <ul style="list-style-type: none"> • Lead and manage the effective delivery of a significant business area/review (e.g around £500K) or several medium/large projects each valued in the region of around £80K. • Use analysis to put forward innovative and actionable recommendations to build the reputation of the WF as the expert authority in driving improvements in policy and practice • Undertake evaluations, detailed assessments and analysis on policies and practices of relevance to the WF and world of work, drawing on a range of evidence, to distil what works to inform policy makers and practitioners • Apply detailed knowledge and experience of qualitative and/or quantitative methods to design practical projects including evaluations that deliver high quality and relevant outcomes which achieve impact • Establish independently realistic priorities, project plans and timelines • Demonstrate expertise in translating complex evidence in a non-technical and accessible way into practical recommendations able to be practically implemented • Deliver high-quality work outputs, applying appropriate substantive knowledge and technical skills 	

independently to project design and delivery

- Apply strong knowledge and experience of project and/or programme management
- Deliver work effectively to sufficient quality, to time and on budget , adhering to the WF's professional standards for project management, analysis and project delivery
- Make sound, evidence based decisions and recommendations
- Ability to communicate complex strategies, policies and recommendations in an engaging and accessible manner to a range of audiences in person and via a range of media
- Excellent oral and written communication and presentational skills in a non-technical and engaging way to different audiences through a range of channels (e.g. reports, briefings, think pieces, provocation papers, blogs/social networks, events, workshops, conferences)
- Respond to ad hoc media requests where appropriate
- Undertake analysis in accordance with codes of conduct around ethics and governance

Relationship management (15%)

- Proven influencing skills with the ability to work with and persuade senior Government officials, advisors and business leaders;
- Develop new and manage existing client/ sponsor/ partner relationships being sensitive and responsive to their needs
- Work in partnership and build relationships with colleagues across the WF, the associate pool and in Lancaster University to deliver projects.
- Add value by building the WF's reputation with stakeholders
- Build and maintain own network of high level stakeholder contacts.

Business development (10%)

- Identify new business opportunities and ideas and able to work alone or the business development team comprising of WF staff, associates and LUMS fellows to develop business proposals
- Able to strategically lead business development opportunities for tenders, proposals and consortia programmes based on sound research methodological design
- Explore and generate original ideas and deliver in line with the WF's strategic goals deploying the most robust and relevant project design to achieve success

Management of self & others (10%)

- Experience of managing staff through leading and managing a team and line management, providing support, constructive feedback and guidance to direct their actions
- Able to conduct professional personal development reviews with direct reports supporting their performance and learning and development
- Keep up to date with new policy and research developments of relevance to the world of work and the WF generally
- Demonstrate significant understanding of national and international policy environments in areas pertinent to the WF (e.g. economic development, employment, skills, health, devolution);
- Apply knowledge of synthesising and using data from a variety of different sources
- Highly motivated, able to work as part of a team and to work on own initiative and prioritise workloads, with a proactive approach and skill in creative problem solving
- Able to work in a structured fashion across multiple activities, prioritising where required both personally and for the team
- Acknowledge own development needs and seek new skills, knowledge and opportunities for learning.
- Continuously develop and apply professional and technical knowledge to drive excellent organisational performance
- Adapt quickly and effectively to new people, situations and task demands
- Take an active and prominent role in providing direction to others where appropriate
- Sensitively support team and colleagues across the organisation
- Seek opportunities to share knowledge and experience with team and colleagues across the organisation.

Other Duties

- Any other duties commensurate with the grad of the post as may reasonably be required by the Director of WF.