

**PERSON SPECIFICATION**  
**Senior Policy Adviser of the Work Foundation**  
**Vacancy Ref: A2791**

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	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	Interview
Strong people management skills and demonstrated ability to manage people to achieve corporate and professional development goals	Essential	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	Interview
The ability to build, create and maintain new relationships	Essential	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.