

JOB DESCRIPTION
Policy Adviser of the Work Foundation,
Vacancy Ref: A2790

Job Title: Policy Adviser of the Work Foundation	Present Grade: G7
Department/College: The Work Foundation – Lancaster University Management School	
Directly responsible to: Senior Policy Adviser (G8)	
Supervisory responsibility for: Policy/Business Analyst	
Other contacts Internal: WF team, LUMS academic staff External: Sponsors, Clients, Government Departments, the Media, Funding Bodies	
Job Purpose: <p>The Policy Adviser of the Work Foundation (WF) will manage small to medium projects, and will undertake analysis and briefing to support the WF in progressing Good Work and delivering practical recommendations to secure improvements in policy and practice.</p> <p>Major duties:</p> <ul style="list-style-type: none"> • Provide outstanding and timely analysis, critiques, briefings and think pieces that positions the WF as the expert authority in policy and business practices translating recommendations into action • Undertake evidence assessments, policy reviews and think pieces as part of the analytical, policy team • Prepare briefings on existing policy and practice, on a range of themes: managing projects; undertaking some primary data collection (e.g. evaluation and consultation through qualitative and quantitative methods including interviews, focus groups and surveys); drawing on the latest research and evaluation evidence that informs policy making, practical actionable solutions and strategy interventions. <p>Project management and delivery (60%)</p> <ul style="list-style-type: none"> • Manage the effective delivery of small to medium sized projects (e.g around £50-80K) and work on larger projects as directed by the senior advisers and wider WF and LU senior staff. • Undertake analysis, evaluation and consultation using a blend of qualitative and quantitative methods including assessments of existing evidence and management information and some primary data collection interviews, focus groups and surveys. • Keep up to date with ongoing labour market changes, issues faced by businesses and developments and practice pertinent to the WF's priorities and to inform its programme around the Good Work agenda • Apply knowledge of policy development and analysis to: <ul style="list-style-type: none"> ○ Critically evaluate and use qualitative and quantitative data and evidence from a variety of different sources (including management information relevant to delivering policies and practice as well as academic reports) ○ Develop recommendations for policy and practice based on the evidence ○ Write practical briefings, think pieces that are high quality engaging and relevant for policy makers, practitioners and a range of non-technical audiences • Manage projects to a high quality and to time and budget, adhering to the WF's professional standards for project management, analysis and project delivery • High quality oral and written communication skills, capable of presenting in a non-technical and engaging way to different audiences through a range of channels (e.g. reports, briefings, think pieces, blogs/social networks, events, workshops, conferences) 	

- Respond to ad hoc media requests as directed with the support of senior advisers and wider WF and LU senior staff
- Undertake analysis in accordance with codes of conduct around ethics and governance

Business development (20%)

- Contribute to investigating and drafting proposals for outside funding, as directed by senior advisers and wider WF and LU senior staff
- Look out for new business opportunities and ideas , where follow-on studies and further funding could be attracted taking action

Relationship management (20%)

- Develop and maintain positive and professional relationships with stakeholders for projects managing
- Develop new and maintain existing client/ sponsor/ partner relationships as directed
- Work in partnership and build relationships with colleagues across WF and LU.

Management of self & others (20%)

- Identify own development needs and seek new skills, knowledge and opportunities for learning
- Highly motivated, able to work as part of a team, prioritise workloads and to work on own initiative in areas as directed by senior WF staff
- Adapt quickly and effectively to new people, situations and task demands
- Provide support and advice to the team and colleagues across the organisation where appropriate
- Line manage policy analysts, interns and other staff as directed with the support of senior advisers and wider WF and LU senior staff
- Develop and apply 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
- Able to work in a structured fashion across multiple activities (e.g. analysis, project management stakeholders relations, and communication activities) prioritising where required both personally and for the team
- Seek opportunities to share knowledge and experience with team and colleagues across the organisation.

Other Duties

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