

PERSON SPECIFICATION
Policy Adviser of the Work Foundation
Vacancy Ref: A2790

Criteria	Essential/ Desirable	Application Form / Supporting Statements/ Interview *
Postgraduate Degree or equivalent professional work experience as a practitioner	Essential	Application Form
Experience of managing projects, from proposal writing to delivery on time and to budget	Essential	Supporting Statements / Interview
Experience of conducting detailed assessments/analysis on policies and practices of relevance to the WF and world of work	Essential	Supporting Statements / Interview
Experience of quantitative and/or qualitative methods (e.g. consultations and evaluation methods) /policy analysis <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
Experience developing evidence-based practical and actionable recommendations/outcomes for policy and practices	Essential	Interview
Organising and planning skills to manage the workloads for self and others	Essential	Interview
Good communication and presentation skills (written and verbal). <i>Please attach a sample of your written work with your application</i>	Essential	Interview
Experience of dissemination (e.g. briefings, think pieces, publications, press, webinars, social media, and presentations)	Essential	Supporting Statements / Interview
The ability to build, create and maintain new and existing internal and external stakeholder relationships	Essential	Supporting Statements / Interview
Substantial Interest and knowledge about the WF's core work areas	Essential	Interview
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)	Desirable	Interview
Ability to manage people to achieve corporate and professional development goals	Desirable	Interview

Effective stakeholder management skills required to manage and meet stakeholders' needs.	Desirable	Interview
Ability to influence others work, work across business functions and build constructive, lasting relationships.	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.