

JOB DESCRIPTION

JOB TITLE:	MillionPlus Head of Policy and Research
LOCATION:	MillionPlus Office, 90 London Road, London SE1 6LN
GRADE:	7
SALARY:	£48,582 – £55,851 per annum (includes Inner London Weighting)
HOURS:	35 hours per week, actual daily hours by arrangement
PERIOD:	Permanent
REPORTING TO:	Chief Executive, MillionPlus

The postholder will form part of the MillionPlus staffing team and report directly to the MillionPlus Chief Executive. London Metropolitan University provides employment services for MillionPlus and will issue the employment contract on MillionPlus's behalf.

PRIME RESPONSIBILITY

- Oversee and manage the policy and research strategy of MillionPlus and provide policy briefings and consultation responses based on evidence and statistical analysis to the Chief Executive, for internal circulation and external publication to a wide range of audiences, including higher education stakeholders and government.
- Undertake original research deploying qualitative and quantitative data analysis and manage on a day-to-day basis the policy and research programme of MillionPlus to time and on budget.
- Convene MillionPlus networks or Working Groups, including by the provision of appropriate briefing papers.
- In liaison with the Head of Public Affairs and the Head of Operations contribute to the website and the social networking strategy of MillionPlus, including by undertaking the technical editing and monitoring of internal and external publications.

PRINCIPAL DUTIES:

- The postholder will be expected to manage the policy and research programme of MillionPlus including in respect of external research commissions and write MillionPlus policy papers, research reports, briefings and responses for the Chief Executive and Chair and a wide range of audiences, including Ministers and Members of Parliament across the UK.
- The postholder will be expected to undertake original research and analysis of developments in higher education including its funding regimes (teaching, research / science and student support) and any associated policy areas, relevant consultations and proposed guidance or legislation.
- The postholder will work closely with the Chief Executive to advance the interests of MillionPlus as an association for modern universities through the policy and research published by the organisation, providing a professional and effective service to member universities and to the MillionPlus Executive Committee.

- The postholder will exercise day-to-day line management responsibilities for the MillionPlus Policy Officer and be responsible for the day-to-day supervision of any graduate or similar placements who may be assigned to the policy and research brief, delegating work, and providing training and support where necessary. The role holder will not be responsible for conducting staff appraisals or approving development needs.

SPECIFIC RESPONSIBILITIES:

1. Develop, plan and manage the policy and research programme of MillionPlus and respond to any changing priorities identified by subscribing universities.
2. Day to day line management responsibility for the MillionPlus Policy Officer including the staff member's skills and knowledge development, and input into probation and annual review processes which are undertaken by the Chief Executive.
3. In liaison with the Chief Executive, develop and draft the terms of reference for MillionPlus reports, projects, and external commissions to advance areas of policy identified by the MillionPlus Executive and members.
4. Undertake original research and qualitative and quantitative data analysis, develop policy recommendations, and provide specialist in-depth policy papers and briefings supported by evidence, related to higher education and a wide range of associated policy areas.
5. Ensure the quality of all research and that the programme is delivered to budget and on time and is accessible to target audiences and stakeholders.
6. Provide briefings and write MillionPlus papers, reports and communications for a wide range of audiences, including Ministers, Members of Parliament, Government agencies and Vice-Chancellors/Principals.
7. Co-ordinate the production, distribution, and timely submission of MillionPlus responses to stakeholder consultations and, in liaison with the Head of Public Affairs, co-ordinate evidence and submissions to Parliamentary Committees and Inquiries.
8. Convene MillionPlus networks and Working Groups as required in support of the policy and research brief.
9. Support other Working Groups and meetings through the provision of papers and reports.
10. In liaison with the Chief Executive, promote the role of MillionPlus through the policy and research programme and associated publications.
11. Provide updates for circulation to MillionPlus staff, subscribing universities and supporters.
12. Contribute to the MillionPlus website, press and social media strategy and wider public affairs and stakeholder strategy in liaison with the Head of Communications, Head of Public Affairs and Head of Operations.
13. Draft presentations for the Chair and Chief Executive and provide any statistical and background analysis as required.
14. Monitor for accuracy internal and external communications prior to their circulation and undertake the technical editing of publications.
15. Answer written and telephone enquiries about MillionPlus policy and research.
16. Liaise with relevant policy and research officers in other stakeholder organisations.

17. Support MillionPlus activities, including press, parliamentary, stakeholder liaison and external events.
18. Use IT applications (MS365 including Word, Excel, PowerPoint, MS Teams, Zoom etc) to service the post's administrative needs.
19. Be responsible for all equipment, stock and resources dedicated to this post.
20. Maintain a professional standard of customer care in service delivery and operate as a member of the MillionPlus team attending and contributing to meetings and maintaining confidentiality where required.
21. During the Chief Executive's absence from the office, ensure that all relevant matters requiring attention are dealt with.
22. Undertake any other duties consistent with the grade and responsibility of the post as required by the Chief Executive.

LOCATION: The successful postholder will be expected to attend the MillionPlus office in London (SE1) twice weekly (Tuesday and Wednesday) with the remaining days home working. However, some flexibility may be required with adequate notice.

LEAVE: 27 days plus Bank Holidays and 7 university closure days (pro rata for part-time staff which may need to be taken as time off in lieu).

FLEXIBILITY: Please note that given the need for flexibility to meet the changing requirements of MillionPlus, the duties and location of this post and the role of the postholder may be changed after consultation. In the event of a change of location ILW (Inner London Weighting) may no longer apply.

If you wish to discuss the job in further detail, please contact Jayne Hope at info@millionplus.ac.uk in the first instance.

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give demonstrating how you meet each of the essential criteria will be assessed as part of the recruitment and selection process.

Person Specification

Criteria (Essential)	Method of assessment
A graduate with proven relevant experience	Application form
Excellent interpersonal and communication skills at all levels	Application form and interview
Significant successful experience of planning and undertaking policy and research	Application form, pre- interview exercise, interview and examples of previous work
Demonstrable ability and experience in undertaking and applying quantitative data analysis and qualitative analysis to research and policy papers	Application form, pre- interview exercise, interview and examples of previous work
Successful experience of devising policy recommendations and publishing research	Application form, pre- interview exercise, interview and examples of previous work
Experience of drafting terms of reference and of managing research commissions and delivering projects on time and to budget.	Application form, interview

Successful track record and a proven ability and experience of writing research reports, policy and briefings papers for a wide range of audiences, including in the public domain	Application form, pre- interview exercise, interview, and examples of previous work
Experience of writing articles for publication and of using social networking and other media to convey policy	Application form, interview
High level of competence in numeracy skills and ability to handle and assess quantitative data	Pre-interview exercise and interview
Understanding and commitment to equal opportunity policies and procedures and their implications for organisations and education / higher education	Interview
High degree of computer literacy and WP skills, preferably in Word	Application form, pre-interview exercise and interview
Experience of and commitment to the delivery of excellent and professional customer service	Interview
Demonstrable commitment to fairness and the principles of equality and inclusion.	Interview
Criteria (<i>desirable</i>)	
Knowledge of higher education policy issues	Application form and interview
Experience of being responsible for day-to-day staff supervision	Application form and interview
Experience of working with member- based organisations	Application form and interview