Job profile

Post Policy Analysis Officer – Research & Innovation Policy

Directorate Research and Innovation

Reports to Senior Policy Analysis Officer

Purpose This post will work on research and innovation policy

Key responsibilities

1. Working closely with the Senior Policy Analysis Officer, assist in developing policy for Council’s support for research and innovation in Scottish HEIs.

2. Support work in developing evidence on the performance of the Scottish research base and make recommendations on what the Council’s strategic and policy responses should be.

3. Assist in the development and implementation of a suite of strategic programmes, in partnership with key stakeholders, to deliver the Council’s vision for Scottish research.

4. Support the Council’s contributions to the development of the UK Research Excellence Framework.

5. Provide advice and guidance to internal and external stakeholders as necessary.

6. Assist in drafting Research and Knowledge Exchange Committee and Council papers, circulars, consultation papers, reports and letters on research policies.

7. Clerking duties, as required.

Skills, qualifications and experience

Essential

- Policy development or implementation experience.
- Experience of liaising/working with external stakeholders or the higher education sector.
• Good interpersonal skills in order to build, develop and maintain working relationships with internal and external stakeholders, as well as to work flexibly with colleagues in other parts of the organisation.

• Effective oral and written communications skills, including the capacity to analyse, understand and respond to complex issues in an appropriate manner.

• Strong organisational (including effective personal management) and project management abilities.

Desirable

• Some knowledge of monitoring and evaluating projects.

• Understanding of research policy in the Scottish and UK context and of the main policy issues in higher education.

• Qualified to SCQF Level 9 (Degree) or equivalent experience.

• Some knowledge of research and innovation strategy/policy development and implementation at a national level.

• A good awareness of higher and further education issues in Scotland.

• A good awareness of Scottish, UK, and European research and innovation issues.

• A good understanding of the current Scottish political and Government environment.

Status of job profile

We have created this profile to describe, in outline, the nature of appointments at this level. It is an indicative document and the exact nature of these duties will vary with time and from post to post. Post holders will be expected to carry out any work that is commensurate with their grade or that may reasonably be required of them.

Committed to equality of opportunity