Based in Edinburgh, the Scottish Further and Higher Education Funding Council (SFC) is the national, strategic body that is responsible for funding teaching and learning provision, research and other activities in Scotland's 26 colleges and 19 universities and higher education institutions.

**Senior Policy Analysis Officer**

**Learning and Quality**

**Salary in the range (E3): £39,300 - £46,200 per annum (1.0 FTE)**

Reporting to the Assistant Director, Learning and Quality, one of the key areas of responsibility for this post on appointment will be to develop and lead key SFC policy in learning, teaching and quality. Among other things this will involve the post holder in working closely with government, other agencies and funded institutions.

Key responsibilities of this post include development of SFC’s quality arrangements, supporting an approach which will build our ambition for a more integrated, coherent system of post-16 education and skills. The post will also involve effective engagement with key learning and quality partners, managing relationships with internal and external stakeholders and providing advice on emerging quality issues, ensuring SFC is able to deliver effective oversight and/or support to institutions and partner organisations.

Other aspects of this post include supporting SFC’s role in developing evaluative research that will support decision making, investment and interventions in learning, teaching and successful outcomes for students, drafting and presenting briefings and high quality papers and supporting the Assistant Director in key areas such as team planning and reporting.

To be successful you must demonstrate experience of working at FE/HE institutional or sector level in quality assurance and enhancement as well as knowledge of FE/HE quality assurance and enhancement frameworks in Scottish and UK contexts. Experience of leading or co-ordinating a complex programme of work in a quality or learning and teaching context is also essential. You will be experienced in policy development or implementation with proven ability to research and analyse, understand and respond to complex issues in an appropriate manner, demonstrating good judgement and awareness of the audience’s level of understanding.
You will have strong interpersonal and communication skills (i.e. experience of representation, negotiation, building/developing and maintaining work relationships, working flexibly with colleagues) as well as organisational and project management abilities to cope with diverse and changing workload in a politicised environment. You must have good IT skills and hold a degree (SCQF level 9) or equivalent experience.

Good understanding of the current Scottish political and government environment and some experience of dealing with financial/funding information would be an advantage.

SFC is a friendly welcoming team and believes it is at its best when its work is informed by different perspectives. We are therefore keen to receive applications from talented individuals from all walks of life. Applications from candidates with disabilities and those from minority ethnic communities are encouraged.

This role is normally based in our Edinburgh office near Haymarket station. All SFC staff are currently working from home for the time being due to the pandemic. When the restrictions are lifted we will return to using our office but there will be some flexibility for home-based working.

We will consider flexible working and secondment arrangements for this position.

No CVs accepted unless submitted with a completed application form.

Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 9am on Thursday 20 May 2021. It is intended that remote interviews will take place in the week commencing 7 June 2021.

Committed to equality of opportunity