Job profile

Post Senior Policy Analysis Officer (E3)

Directorate Access, Learning and Outcomes

Line Manager Assistant Director – Learning and Quality

Purpose
To support the achievement of SFC’s strategic priorities for learning and student outcomes through a cohesive and integrated approach to investment, quality and accountability. To develop key SFC policy for quality assurance and enhancement. To lead work with government, other agencies and funded institutions to deliver positive outcomes through SFC investment.

Key responsibilities

1. Play a lead role in developing and implementing key SFC policy in learning, teaching and quality.

2. Play a key role in development of SFC’s work to renew our quality arrangements, supporting an approach to assuring and enhancing quality and standards which will build our Review ambition for a more integrated, coherent tertiary system of post-16 education and skills.

3. Engagement with key learning and quality partners, ensuring SFC’s policy positions are well understood and that there is effective and proactive stakeholder management.

4. Provide advice on emerging quality issues (including individual institutions and sector wide), ensuring SFC is able to deliver effective oversight and/or support to institutions and partner organisations. This will include providing advice to Outcome Agreement Teams and other policy leads.

5. Support SFC’s role in developing evaluative research that will support decision making, investment and interventions in learning, teaching and successful outcomes for students.
6. Develop advice to the Assistant Director and senior officers by drafting and presenting briefings and high quality papers and discussion pieces to stimulate dialogue and recommendations.

7. Support the Assistant Director in key areas such as team planning and reporting.

Skills, qualifications and experience

Essential

- Experience of working at FE/HE institutional or sector level in quality assurance and enhancement.
- 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.
- Strong interpersonal skills, including experience of representation, negotiation, building/developing and maintaining work relationships with internal and external stakeholders, as well as to working flexibly with colleagues in other parts of the organisation.
- Policy development or implementation experience.
- 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.
- High-level oral and written communication skills.
- Strong organisational and project management abilities to cope with diverse and changing workload in a politicised environment.
- Good IT skills.
- Degree level education (SCQF level 9) or equivalent experience.

Desirable

- A good understanding of the current Scottish political and government environment.
- Some experience of dealing with financial/funding information.

Status of Job Profile

This profile has been created 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.
**Additional information**

This post is based within the Access, Learning and Outcomes Directorate which is led by James Dunphy. Around two thirds of the Directorate staff work to support the system of outcome agreements by which SFC currently manages its funding relationships with colleges and universities. Working closely with individual institutions, outcome agreement teams facilitate discussions that lead to the confirmation and publication of outcome agreements.

Reporting to the Assistant Director, Learning and Quality, one of the key areas of responsibility for this post on appointment will be to develop SFC strategic priorities to develop the approach for learning, teaching and student outcomes through a cohesive and integrated approach to investment, quality and accountability.

Whilst this post will focus on learning and quality, for all policy based roles at SFC we expect staff to be flexible and adaptable and willing to take on different policy portfolios to meet the changing requirements within the sectors.

The work of the ALO Directorate is broad and we expect colleagues to bring their talents, enthusiasm and can-do attitude to their work. In return, colleagues can expect opportunities to take on different work portfolios over time, to develop expertise and breadth of knowledge and to work as part of a close-knit team of colleagues focused on securing excellent outcomes for learners.

**Committed to equality of opportunity**

![Inclusive Recruiter](image-url)