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.

**Funding Policy Officer (Grade E2), Finance Directorate**

**Salary in the range (E2): £32,238- £37,962 per annum (1.0 FTE)**

Reporting to the Senior Funding Policy Officer one of the key areas of responsibility for this post on appointment will be to support the Funding Policy and Student Support team, provide advice and guidance, and support the implementation and development of Council policy. Among other things this will involve the post holder in working closely with the Policy, Insights and Analytics (PIA) directorate, particularly in the development of the college funding model (create and maintain a funding and a student support dashboard).

Key responsibilities of this post include support on all funding policy areas as required, support the annual funding round process and the production of the annual main funding announcements for colleges and universities and support the development and maintenance of funding policy advice and guidance on matters relating to further and higher education.

The post will also involve support the annual in-year redistribution of student support funding and work with the Student Support and Finance teams on Education Maintenance Allowance (EMA) funding. The post holder would act as the SFC liaison point for the Scottish Government and collect information for annual returns, assist with any ad-hoc data collections as required and support the implementation and development of specific areas of SFC policy to support key corporate objectives.

Other aspects of this post include providing advice/guidance and support, and developing close working relationships with both internal and external stakeholders as required, working across groups on specific policy areas and producing reports and papers as necessary for Senior Management and other stakeholders.

To be successful you must demonstrate experience of working with data and using MS Excel (or similar) to produce accurate and accessible pieces of work. Ability to plan complex pieces of work and coordinate their implementation with a number of different stakeholders is also essential. You will have good IT skills as well as good level of oral and written communication skills and hold a degree (SCQF level 9) or
equivalent experience. Ability to think about how the work of the Finance Directorate (particularly the Funding Policy and Student Support teams) can have wider implications for other policy areas is essential.

Experience of the use of data visualisations packages (either in the creation of or utilisation of data dashboards or similar) and experience of policy development or implementation would be an advantage. Knowledge of the further and/or higher education sector is desirable.

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 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 5pm on Friday 28 May 2021. It is intended that remote interviews will take place in the week commencing 7 or 14 June 2021.

*Committed to equality of opportunity*