Job profile

Post: Funding Policy Officer (E2)

Directorate: Finance

Line Manager: Senior Funding Policy Officer

Purpose: To support the Funding Policy and Student Support team, provide advice and guidance and support the implementation and development of Council policy.

Key responsibilities

1. Support senior members of the Funding Policy team (within the Finance directorate) and work with the Policy, Insights and Analytics (PIA) directorate, particularly in the development of the college funding model.

2. Provide support on all funding policy areas as required, including skills-related policies such as the Flexible Workforce Development Fund and the Upskilling grant.

3. Support the annual funding round process and the production of the annual main funding announcements for colleges and universities, embedding the outcomes of SFC’s ongoing review of coherent provision and sustainability.

4. Working with colleagues in the PIA directorate, create and maintain a funding dashboard to provide information on historic core funding streams, funded student places/activity and grant-in-aid from the Scottish Government.

5. Support the development and maintenance of funding policy advice and guidance on matters relating to further and higher education.

6. Working with colleagues in the PIA directorate, create and maintain a student support dashboard to track historic student support funding allocations and spend by colleges and to provide analysis of the numbers of students supported.
7. Support the annual in-year redistribution of student support funding by preparing pre-filled forms for colleges to complete, co-ordinating the return of information, and maintaining a tracking spreadsheet of requests for funding.

8. Work with the Student Support and Finance teams on Education Maintenance Allowance (EMA) funding, managing the monthly payments of EMAs, monitoring spend, and preparing for audit. Act as the SFC liaison point for the Scottish Government and collect information for annual returns.

9. Assist with any ad-hoc data collections as required, such as monitoring spend from COVID-19 related funding allocations or spend related to key demographic groups.

10. Support the implementation and development of specific areas of SFC policy to support key corporate objectives, including the equality impact assessment process on new and revised SFC policies.

11. Provide advice/guidance and support, and develop close working relationships with both internal and external stakeholders as required, working across groups on specific policy areas.

12. Produce reports and papers as necessary for Senior Management and other stakeholders.

Skills, qualifications and experience

**Essential**

- Experience of working with data and using MS Excel (or similar) to produce accurate and accessible pieces of work.

- Good level of oral and written communication skills.

- Ability to plan complex pieces of work and coordinate their implementation with a number of different stakeholders.

- 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.

- Good IT skills.

- Degree level education (SCQF Level 9) or equivalent experience.
Desirable

• Experience of the use of data visualisations packages, either in the creation of or utilisation of data dashboards or similar.

• Experience of policy development or implementation.

• Knowledge of the further and/or higher education sector.

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