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.

**Policy Analysis Officer**

**Skills and Economic Recovery**

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

This is an additional new role within the Skills Team that provides a great opportunity to make a contribution to work that will support Scotland’s economic recovery. Working closely with senior colleagues the Policy Analysis Officer will assist in the development and implementation of key SFC policies for skills and economic recovery and support senior colleagues in engagement with colleges and universities on key national programmes and initiatives. The Policy Analysis Officer will also assist colleagues in drafting policy and strategic papers as well as the production of briefings on national programmes and initiatives for senior management. The postholder will also provide project management support for the monitoring and reporting of national programmes and initiatives and, as required, provide advice and guidance to institutions and key stakeholders on areas relating to skills policy and national initiatives.

To be successful you must demonstrate effective interpersonal (i.e. experience of building/developing and maintaining work relationships and working flexibly with colleagues) and proven written communication skills as well as have some policy development and /or analytical skills experience. Good organisational and programme management abilities are essential to help keep pace with a diverse and changing workload in a politicised environment. You and hold a degree (SCQF level 9) or equivalent experience.

An understanding of the further and higher education sectors and some awareness of current and future skills and employability issues and challenges would be an advantage. Similarly some experience of dealing with financial/funding information is desirable.
Whilst this post will initially focus on skills and economic recovery 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.

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.

We will be happy to consider flexible working arrangements for this position.

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.

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 Tuesday 1 June 2021. It is intended that remote interviews will take place in the week commencing 21 June 2021.

Committed to equality of opportunity