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**

**Skills and Economic Recovery**

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

Reporting to the Deputy Director, Skills and Economic Recovery, this is an important additional new role within the Skills Team that provides a unique opportunity to work in support of Scotland’s economic recovery. Leading development work the Senior Policy Analysis Officer will take responsibility for the implementation and programme management of key national initiatives focused on maximising policy objectives such as skills alignment and economic recovery. Among other things this will involve the Senior Policy Analysis Officer in working closely with government, other agencies and funded institutions to ensure that SFC policy positions are clearly understood and that there is effective and proactive stakeholder management.

Leading the engagement with colleges and universities on key national programmes and initiatives, the Senior Policy Analysis Officer will ensure that there is effective support, challenge and appropriate accountability at the heart of these relationships. Other aspects of this role include providing advice and guidance to institutions and key stakeholders (both internal and external), drafting a range of policy and strategy papers at committee and board level, and representing SFC externally.

To be successful you must demonstrate strong interpersonal and communication skills (i.e. experience of representation, negotiation, building/developing and maintaining work relationships, working flexibly with colleagues) as well as policy development and/or implementation experience. An ability to analyse, understand and respond to complex issues in an appropriate manner, demonstrating good judgement and awareness of the audience’s level of understanding as well as strong organisational and programme management abilities are essential. 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, some experience of dealing with financial/funding information and knowledge of the further and/or higher education sector would be an advantage.

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 14 June 2021.

Committed to equality of opportunity