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 - Fixed Term to 30 November 2021**

**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 team, provide advice and guidance, and support the implementation and development of Council policy. Among other things this will involve the post holder in planning and coordinating the annual Outcome Agreement funding process, ensuring efficient communication of funding decisions across internal groups and timely publication of indicative and final funding allocations.

Key responsibilities of this post include support to the internal funding groups responsible for calculating funding allocations and the publication of Outcome Agreements as well as the College statistical advisory group. The post holder would support the Senior Funding Policy Officer in working with colleagues in universities, Scottish Government and other key stakeholders on Health related subjects and to develop and implement policy relating to student exchanges and fee anomalies.

The post will also involve working with colleagues in the Policy, Insights and Analytics (PIA) directorate to support the implementation of the outcomes of the review of coherent provision and sustainability. Other aspects of this post include the development and maintenance of funding policy advice and guidance on matters relating to further and higher education and support the implementation and development of specific areas of SFC policy to support key corporate objectives.

The post holder would provide advice and guidance on funding policy to both internal and external stakeholders and produce 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 as well as to analyse, interpret and explain complex
information, including numerical information, to audiences with varying degrees of expertise are 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 Funding Policy Group can have wider implications for other policy areas is essential.

Experience of policy development or implementation and knowledge of the further and/or higher education sector would be an advantage.

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*