Job profile

Post: Funding Policy Officer (E2) - Fixed Term to 30 November 2021

Directorate: Finance

Line Manager: Senior Funding Policy Officer

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

Key responsibilities

1. 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.

2. Provide secretariat 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.

3. Support the Senior Funding Policy Officer in working with colleagues in universities and Scottish Government on Health related subjects (medicine, dentistry, nursing and midwifery, and the allied health professions).

4. Work with the Scottish Government, universities and other key stakeholders to develop and implement policy relating to student exchanges and fee anomalies.

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

6. To work 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.

7. Support the implementation and development of specific areas of Council policy to support key corporate objectives, carrying out equality impact assessments on new and revised SFC policies.
8. Provide advice and guidance on funding policy to both internal and external stakeholders.

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

Skills, qualifications and experience

Essential

• 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 analyse, interpret and explain complex information, including numerical information, to audiences with varying degrees of expertise.

• Ability to think about how the work of the Funding Policy Group can have wider implications for other policy areas.

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

• Good IT skills.

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

Desirable

• 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