Job profile

Post: Funding Policy Officer – Student Support (E2)

Directorate: Finance

Reports to: Senior Policy / Analysis Officer – Student Support

Purpose: To assist in the development, preparation and delivery of all student support related policies and associated funding allocations. Also respond to enquiries relating to student support guidance from the college sector, students already studying and prospective students seeking information regarding accessing funds to support their studies.

Key responsibilities

1. Develop and maintain policy advice, and draft guidance, on matters relating to all Further Education (FE) student support funding, including Bursary, Childcare and Discretionary funding.

2. Provide advice, guidance and support, and develop close working relationships with both internal and external stakeholders. Represent SFC on relevant committees and working groups as necessary.

3. Draft documents, including reports, papers and minutes, as necessary for Senior Management and other stakeholders. Prepare agendas and advice for meetings and committees as required.

4. Liaise with key agencies involved in student finance and student welfare. Work collaboratively and in partnership with colleagues in Scottish Government, Student Award Agency Scotland (SAAS), Colleges Scotland and College Development Network.

5. Plan and coordinate events, such as sector workshops and SFC’s annual student support seminar.

6. Develop a basic understanding of the interaction between the SFC’s student support policies (and the associated allocation methods) and broader contextual policies including from the Scottish Government, the equivalent policies for Higher Education (HE) student support operated by SAAS, FE and HE institutional funding systems, the benefits system (including tax credits) and immigration regulations.
Skills, qualifications and experience

**Essential**
- Good level of oral and written communication skills
- Proven ability to plan complex pieces of work and coordinate their implementation with a number of different stakeholders
- Effective organisational skills (including good personal management)
- Good interpersonal skills (able to deal with student funding queries in a professional and sensitive manner)
- 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
- Ability to work well under pressure, with the flexibility to manage a diverse range of priorities and react positively to change
- Good IT skills (MS Outlook / Word / Excel)
- Qualified to at least SCQF Level 9 (Degree), or equivalent level experience

**Desirable**
- Experience of policy development or implementation
- Knowledge of the further and/or higher education sector in Scotland
- Familiarity with Universal Credit and other aspects of benefits / social security systems

**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.

**Additional information**

The post sits within the Funding Policy section of the Finance Directorate. The Funding Policy section is responsible for the allocation of funding to colleges and universities and many of the policies related to those funds. This includes the annual allocation of Outcome Agreement funding, which includes funding for teaching, research, student support and capital. It also advises on FE/HE funding related matters and works closely with staff in colleges, universities and the Scottish Government.
The student support responsibilities of this team are to:
- allocate bursary funding, Educational Maintenance Allowances and other student support funds to colleges
- produce guidance and conditions on the use of these funds
- deal with telephone and email enquiries relating to student funding
- advise colleges, SFC senior management and the Scottish Government on student support policy.

SFC is not responsible for the student support funding of students on HE courses at colleges or universities. (This is the responsibility of SAAS).

More details on the SFC can be found on our website and more specifics on the role of the Finance Directorate can be found here.

_Committed to equality of opportunity_