Job profile

Post Senior Policy/Analysis Officer – Outcomes (E3)

Group Access, Skills and Outcome Agreements

Reports to Assistant Director – Outcomes

Purpose Lead and support the negotiation and development of outcome agreements across a portfolio of college regions and/or higher education institutions, the monitoring and evaluation of outcomes across the sector and the development and implementation of key SFC policies – within specified parameters.

Key responsibilities

1 Working as part of a team and within defined parameters, lead and support the negotiation of outcome agreements across a portfolio of college regions and/or higher education institutions and contribute to their monitoring and evaluation and development.

2 Manage key relationships with and between internal and external stakeholders.

3 Help identify/facilitate priority changes and developments and work to ensure their delivery.

4 Provide advice and guidance to institutions and stakeholders (both internal and external) as required.

5 Maintain current knowledge on portfolio of institutions and use this information to support the development and monitoring of outcome agreements and to brief colleagues.

6 Contribute to the development and implementation of key SFC policy areas as required.

7 Draft and present policy and strategy papers at committee and board level.

8 Draft high-level briefings, speeches and other materials for senior SFC staff and board members.

9 Represent SFC at external meetings, conferences and other events, including giving presentations, chairing and facilitating discussions when required.

10 Manage and develop staff as required.
Skills, qualifications and experience

**Essential**

- Strong interpersonal skills, including experience of representation and negotiation.
- Proven ability to analyse, understand and respond to complex issues in an appropriate manner, demonstrating good judgement.
- Strong organisational and project management abilities to cope with diverse and changing workload in a politicised environment.
- Ability to interpret, analyse and explain complex information to audiences with varying degrees of expertise.
- Ability to think and act strategically.
- High-level oral and written communication skills.
- Ability to manage and develop staff.
- Good IT skills.
- Strong policy development or implementation experience.
- Degree level education (SCQF level 9) or equivalent experience.

**Desirable**

- Knowledge of the further and/or higher education sector.
- A good understanding of the current Scottish political and government environment.
- Some experience of dealing with financial/funding information.
- Experience of working with external stakeholders.

**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**