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.

**Policy Analysis Officer**

**Learning and Quality**

**Salary in the range (E2): £32,883 - £38,724 per annum (1.0 FTE)**

Reporting to the Senior Policy Analysis Officer, Learning and Quality, one of the key areas of responsibility for this post on appointment will be to support the achievement of SFC’s strategic priorities for learning and teaching through a cohesive and integrated approach to investment, quality and accountability. Among other things this will involve the post holder in working with government, other agencies and funded institutions to deliver positive outcomes through SFC investment.

Key responsibilities of this post include working closely with the Senior Policy Analysis Officers assisting in the development of SFC policy for learning and teaching and providing project management support for SFC’s Outcome Agreements with our Learning and Quality agency partners. The post will also involve supporting development of SFC’s work to renew our quality arrangements, supporting an approach to assuring and enhancing quality and standards which will build our Review ambition for a more integrated, coherent tertiary system of post-16 education and skills.

Other aspects of this post include providing advice to senior officers and assisting in drafting a range of policy and high quality papers and discussion pieces to stimulate dialogue and recommendations as well as providing advice and guidance to institutions and key stakeholders (both internal and external) on areas relating to learning and teaching policy as required. This will include providing advice to Outcome Agreement Teams and other policy leads.

To be successful you must demonstrate experience or understanding of enhancement approaches to learning and teaching or supporting student partnerships. Experience of policy development and/or analytical skills is also essential. You will have strong interpersonal and communication skills including the 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 and experience of building/developing and maintaining work relationships with internal and external stakeholders as well as to working flexibly with colleagues in other parts of the organisation.

You must have good organisational and programme management abilities to cope with diverse and changing workload in a politicised environment and hold a degree (SCQF level 9) or equivalent experience.

Knowledge of the further and/or higher education sector and experience of working in a learning and teaching environment or supporting learning and teaching would be an advantage. Awareness of current and future skills and employability issues and challenges and experience of dealing with financial/funding information are desirable.

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.

Application and equality monitoring forms, together with further details on the vacancy are available from our website. No CVs accepted

The closing date for applications is on 9am on Monday 15 November 2021. It is planned to hold interviews week commencing 29 November 2021.

Committed to equality of opportunity