Job profile

Post  
Policy Analysis Officer (E2)

Directorate  
Access, Learning and Outcomes

Line Manager  
Senior Policy Analysis Officer – Learning and Quality

Purpose  
To support the achievement of SFC’s strategic priorities for learning and teaching through a cohesive and integrated approach to investment, quality and accountability. To support key SFC policy for quality enhancement. To support work with government, other agencies and funded institutions to deliver positive outcomes through SFC investment.

Key responsibilities

1. Working closely with the Senior Policy Analysis Officers, assist in the development of SFC policy for learning and teaching.

2. Provide project management support for SFC’s Outcome Agreements with our Learning and Quality agency partners.

3. Working closely with Senior Policy Analysis Officers, support 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 (http://www.sfc.ac.uk/review/review.aspx) for a more integrated, coherent tertiary system of post-16 education and skills.

4. Provide advice to senior officers and assist in drafting a range of policy and high quality papers and discussion pieces to stimulate dialogue and recommendations.

5. Working with senior officers, provide 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.
Skills, qualifications and experience

**Essential**

- Policy development and/or analytical skills.
- Experience or understanding of enhancement approaches to learning and teaching or supporting student partnerships.
- Proven written 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.
- Effective interpersonal skills, including 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.
- Good organisational and programme management abilities to cope with diverse and changing workload in a politicised environment.
- Degree level education (SCQF level 9) or equivalent experience.

**Desirable**

- Experience of working in a learning and teaching environment or supporting learning and teaching.
- Knowledge of the further and/or higher education sector.
- Some awareness of current and future skills and employability issues and challenges.
- Some experience of dealing with financial/funding information.

**Status of Job Profile**

This profile has been created 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**

This post is based within the Access, Learning and Outcomes Directorate which is led by James Dunphy. Around two thirds of the Directorate staff work to support the system of outcome agreements by which SFC currently manages its funding relationships with colleges and universities. Working closely with individual institutions, outcome agreement teams facilitate discussions that lead to the confirmation and publication of outcome agreements.

A growing policy area for ALO is SFC’s work on the learning and teaching agenda which involves working closely with the sectors and key stakeholders (for example:
Education Scotland, Quality Assurance Agency Scotland, the Scottish Government, and internal colleagues in our Finance and Policy, Insight and Analytics Directorate).

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 SFC strategic priorities to develop the approach for learning, teaching and student outcomes through a cohesive and integrated approach to investment, quality and accountability.

Whilst this post will focus on learning and quality, for all policy based roles at SFC we expect staff to be flexible and adaptable and willing to take on different policy portfolios to meet the changing requirements within the sectors.

The work of the ALO Directorate is broad and we expect colleagues to bring their talents, enthusiasm and can-do attitude to their work. In return, colleagues can expect opportunities to take on different work portfolios over time, to develop expertise and breadth of knowledge and to work as part of a close-knit team of colleagues focused on securing excellent outcomes for learners.

SFC is currently carrying out a Review of Coherent Provision and Sustainability within the Further and Higher Education sectors. This Review was commissioned by the Scottish Government and is phased in terms of the reporting, recommendations and implementation strategy. The review is drawing heavily upon stakeholder consultation to help shape and inform the future for tertiary education funding in Scotland and colleagues working at SFC will be at the centre of taking this agenda forwards. Details of the review can be found on our website.

_Committed to equality of opportunity_