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.

**Senior Policy Analysis Officer, Research Strategy (Grade E3) – 12 month appointment (secondment may be considered)**

**Salary in the range (E3) - £40,086 - £46,662 per annum (1.0 FTE)**

Working within SFC’s Research and Innovation Directorate, the purpose of this role is to develop policy and strategy that furthers SFC’s support for research collaboration.

Key responsibilities include working as part of a small team to support the development of key areas of SFC’s research strategy, including, but not limited to, the implementation of the recommendations within SFC’s Review of Coherent Provision and Sustainability that relate to research collaboration. Also to cultivate and maintain positive working relationships with key internal and external stakeholders, including UKRI, Universities Scotland, Scottish institutions and others as appropriate; and to horizon-scan and provide advice, support and guidance to internal and external Scottish stakeholders, producing briefings, reports and committee papers as required for SFC senior management and key stakeholders. The role also involves monitoring Scottish and UK developments in research policy, sign-posting key developments and important areas for SFC awareness; and representing SFC at external meetings, conferences and other events, including giving presentations and facilitating discussions when required. The post holder will be expected to contribute flexibly to the work of the wider directorate and other groups within SFC as appropriate and when required, deputising for Assistant Directors and other colleagues as requested.

Educated to degree level (SCQF level 9) or equivalent experience, the successful applicant must be able to demonstrate a good understanding of current university research policy issues in Scottish and UK contexts, coupled with effective interpersonal skills and the ability to work flexibly with colleagues in other parts of the organisation. A proven ability to work across a range of different policy topics and areas, demonstrating high level engagement and good judgement skills is essential, as are effective oral and written communication skills, together with a proven ability to analyse, understand and respond to complex issues in an appropriate and timely manner.
Further key skills and attributes include sound organisational and project management abilities (including effective personal management) to cope with diverse and changing workload in a politicised environment; and the ability to think and act strategically.

Experience of supporting and developing research collaboration, graduate training or researcher development within a university or other organisation would be beneficial, as would policy development or implementation experience. It is desirable that candidates have experience of liaising/working in partnership with external bodies and partners such as Government organisations, alongside a good understanding of the current Scottish political and Government environment and a good awareness of higher education issues in Scotland.

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 black and minority ethnic candidates, candidates with disabilities and applications from 16-24 year olds 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 for this position.

Please apply by submitting an SFC application form. (We do not accept CVs). Application and equality monitoring forms, together with further details on the vacancy are available from our website.

The closing date for applications is 5pm on Monday 14 February 2022. It is intended that remote interviews will take place from week beginning 28 February 2022.

**Committed to equality of opportunity**