Job profile

Post: Senior Policy/Analysis Officer, Research Strategy (E3) - fixed term position or secondment

Directorate: Research and Innovation

Line Manager: Assistant Director (Research)

Purpose: To develop policy and strategy that furthers SFC’s support for research collaboration.

Key responsibilities of the post

1. Working as part of a small team, support the development of key areas of SFC’s research strategy, including, but not limited to, implementation of the recommendations within SFC’s Review of Coherent Provision and Sustainability that relate to research collaboration.

2. Cultivate and maintain positive working relationships with key internal and external stakeholders, including UKRI, Universities Scotland, Scottish institutions and others as appropriate.

3. 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.

4. Monitor Scottish and UK developments in research policy, sign-posting key developments and important areas for SFC awareness.

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

6. 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.
Skills, qualifications and experience

**Essential**

- A good understanding of current university research policy issues in Scottish and UK contexts.
- Effective interpersonal skills in order to represent, negotiate and persuade, build/develop and maintain work relationships with internal and external stakeholders, as well as to work flexibly with colleagues in other parts of the organisation.
- Proven ability to work across a range of different policy topics and areas and demonstrate high level engagement and judgement skills.
- 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, demonstrating good judgement.
- Sound organisational and project management abilities (including effective personal management) to cope with diverse and changing workload in a politicised environment.
- Ability to think and act strategically.
- Degree level education (SCQF level 9) or equivalent experience.

**Desirable**

- Experience of supporting and developing research collaboration, graduate training or researcher development within a university or other organisation.
- Policy development or implementation experience.
- Experience of liaising/working in partnership with external bodies and partners such as Government organisations.
- A good understanding of the current Scottish political and Government environment.
- A good awareness of higher education issues in Scotland.

**Status of job profile**

This 12 month fixed term position has been created to support the implementation of the recommendations within SFC’s Review that relate to research collaboration. Secondment options will be considered, including from those currently holding a position within a Scottish institution.

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

This post holder will work within the Council’s Research & Innovation Directorate and will focus on research policy and strategy, reporting to the Assistant Director (Research). Informal enquires about the role to Cat Ball (Assistant Director) at cball@sfc.ac.uk.

More details on the SFC can be found on our [website](http://sfc.ac.uk), along with more specifics on the role of the [Research and Innovation Directorate](http://sfc.ac.uk).

*Committed to equality of opportunity*