

**Policy Officer**

**Job Description**

**Accountable to:** Policy & Advocacy Manager

**Hours:** 37 hours per week

**Location:** Central London (between LSESU and SUARTS)

**JOB PURPOSE**

1. Coordinate projects that further the aims of student officers in the area of student accommodation, teaching and learning, widening participation, internationalisation and equality within a higher education context.
2. Contribute to the Policy & Advocacy Team’s strategic and operational planning
3. Provide regular support for student officers on specific projects in line with plans

**KEY RESPONSIBILITIES**

1. **Coordinate research projects and campaigns that further the aims of student officers in the area of student accommodation, teaching and learning, widening participation, internationalisation and equality within a higher and further education context**
* Coordinate primary and secondary research as delegated by the Policy & Advocacy Manager to support the both unions policy agenda
* Coordinate systems and frameworks to track progress of issues and action points through institutional committees.
* Synthesise student views into reports and briefings
* Coordinate and disseminate information to students about the progress of the unions activity in the area of social policy
* Provide specialist advice and technical support to colleagues on matters related to social policy issues within higher education
* Develop, maintain a good knowledge of education policy issues both nationally, regionally and institutionally ensuring policy is analysed for its effect on particular segments of the student demographic and how it could affect the progress of plans
* Monitor progress of research, specific projects/campaigns by arranging meetings, and maintaining records and plans
1. **Contribute to the Policy & Advocacy Team’s strategic and operational planning**
* Provide information relating to specific research projects and campaigns for key reports and meetings as required by the Policy & Advocacy Manager
* Contribute to strategic planning discussions by putting forward ideas for future research projects and campaigns based on evidence
* Contribute to operational planning by planning specific tasks and projects that contribute to the work of the Policy & Advocacy Team
* Review the success of research projects and campaigns and keep a record of any recommendations for the future that arise
1. **Provide regular support for student officers**
* Coordinate training and support for officers attending committees
* Liaise with Union staff, University staff, and other relevant external parties to seek/share information in relation to specific aspects of the Union’s education agenda
* Attend institutional Committees as appropriate to present evidence and research on behalf of officers
* Coordinate briefings to staff and officers as appropriate on education policy based issues
* Prompt student officers to take agreed actions and keep them informed of the progress of specific research projects and campaigns
* Advise student officers on how to prioritise projects, how to plan projects, and on specific operational aspects of projects
* Advise student officers on low-medium level negotiations, and on public speaking in relation to specific projects/campaigns
* Support student officers by putting forward ideas in relation to the delivery of specific education based research, projects and campaigns

**GENERAL DUTIES**

**In addition, all staff have the following general duties laid out in their job descriptions:**

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary.
* Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager

**JOB SPECIFICATION**

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| **CRITERIA** | **Application** | **Interview** |
| **EXPERIENCE** |  |  |
| One years relevant experience | ✓ | ✓ |
| Experience of working to multiple deadlines | ✓ | ✓ |
| Experience of conducting primary and/or secondary research  | ✓ | ✓ |
| Demonstrable experience of working effectively on own initiative  | ✓ | ✓ |
| Project management experience  | ✓ | ✓ |
| **KNOWLEDGE** |  |  |
| Demonstrable understanding of Students’ Unions or other democratic/voluntary organisations | ✓ | ✓ |
| Knowledge of current themes affecting students in the Further Education/Higher Education sector  |  | ✓ |
| **ATTRIBUTES AND SKILLS** |  |  |
| Excellent verbal and written communication skills | ✓ | ✓ |
| IT competent with a good understanding of Microsoft Office and ability to construct and maintain databases | ✓ |  |
| Able to work as part of a team and also to work independently | ✓ | ✓ |
| The ability to empower, enable and motivate others, volunteers in particular  |  | ✓ |
| The ability to create and maintain strong working relationships | ✓ | ✓ |
| **VALUES AND ETHICS** |  |  |
| Desire to work within a democratic, student-led environment | ✓ | ✓ |
| Understanding and commitment to equal opportunities |  | ✓ |
| A willingness to occasionally work beyond traditional office hours |  | ✓ |
| Commitment to own professional development |  | ✓ |

**STRATEGIC PLAN 2012-2016**

We will be an arts union for arts students at SUARTS and the best students’ union for the best students at LSE. Our strategic plan directs the work that we do, and your role has a direct impact on how we deliver our vision. Your work will primarily be to deliver an excellent advice service, and in doing this you will contribute to making the student experience at both institutions the best it can be.

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| SUARTS | LSESU |
| We will build creative communities across disciplines and colleges | We will develop students’ skills through social & political activities |
| We will provide a credible range of creative opportunities | We will enable students to influence the School to improve their education |
| We will enable students to influence the University to improve course organisation & management | We will ensure that every student can easily access the advice and support they need and want. |
| We will have won an increase in the quality of contact time. We will ensure the University is delivering courses in a way which meets students needs. | We will expand our ability to improve the PG student experience |
| We will reduce unfairness faced by Black, Asian, and Disabled students | Commercial services are reflective of student needs, profitable and provide excellence in customer service |
| Commercial services are relevant to students, viable and provide excellence in customer service |  |

As you would expect, below this sits a planning and renewal cycle, and the enablers all of our managers need to put in place to ensure we have the happiest and highest performing staff of any students’ union.