

MillionPlus

The Association for
Modern Universities

JOB DESCRIPTION

Job Title:	Policy and Public Affairs Officer
Job reference:	616
Location:	MillionPlus Office, 90 London Road, London SE1 6LN
Grade:	PSG5
Period:	Full-time, permanent
Starting Salary:	£36,345– £43,110 p.a. Inclusive of London weighting
Reporting to:	Head of Policy and Research, MillionPlus

The postholder will form part of the MillionPlus staffing team and will report directly to the Head of Policy and Research. London Metropolitan University provides employment services for MillionPlus and will issue the employment contract on MillionPlus's behalf.

MillionPlus is the Association for Modern Universities in the UK, and the voice of 21st century higher education. Our role is to champion, promote and raise awareness of the essential role of modern universities, and represent the shared missions of our members.

Principal Duties

- The postholder will primarily support both the Head of Policy and Research, and Head of Public Affairs to successfully deliver the MillionPlus policy and research program and its public affairs strategy.
- The postholder will monitor and identify key policy and parliamentary developments affecting MillionPlus and its member universities. The postholder will interpret and analyse policy and data releases, identify trends and insights, and present findings clearly and accurately to senior colleagues to inform organisational decision-making, member engagement and external positioning.
- The postholder will make use of qualitative and quantitative sources to provide policy and political information, data visualisations, case studies and key institutional statistics for use in media and campaign materials to positively promote the role of modern universities in the UK.
- The postholder will assist in the preparation and drafting of evidence-led briefings and meeting papers and will contribute to the development of external-facing policy reports, consultation responses and related materials for a range of audiences including university leaders, sector stakeholders and parliamentarians.
- The postholder will engage with a range of external stakeholders, including MillionPlus member universities, higher education policy stakeholders, and public affairs-related contacts.
- The postholder will provide administrative support for MillionPlus networks and working groups, such as maintaining contact lists, scheduling meetings, formatting papers and producing accurate minutes.

Specific Responsibilities

Support the Head of Policy & Research and Head of Public affairs

- Through established horizon scanning and monitoring channels, identify key political and parliamentary developments relevant to MillionPlus and its members and provide timely updates to senior colleagues.
- Interpret and summarise new policy and data releases relevant to MillionPlus and modern universities, by applying statistical methods and analytical techniques to identify trends, patterns and insights, ensuring accuracy and communicating findings to senior colleagues in a clear and understandable format.
- Work with senior staff in contributing to relevant political agendas and engage with key sector stakeholders, including government departments and sector bodies whose work has implications for higher education policy.
- Assist in the implementation of public affairs strategies to support MillionPlus's organisational objectives and enhance its reputation amongst policymakers, stakeholders and influencers.
- Assist in drafting evidence-led briefings and meeting papers on key policy and political issues for MillionPlus member meetings, network meetings, political meetings, speaking engagements and select committee appearances.
- Assist in the development of external-facing policy reports, briefings and consultation responses relating to MillionPlus's work. This will include writing draft terms of reference and bibliographies, gathering and analysing information including carrying out quantitative research to identify trends and insights, produce clear data and policy findings for a range of audiences, including university leaders and senior staff, government and other stakeholders and agencies.
- Create data visualisations in line with MillionPlus branding, for use within policy and parliamentary reports, briefings, meeting papers and social media assets to inform and promote the role and impact of modern universities and their students.
- Provide administrative support for convening MillionPlus networks and working groups. This will include maintaining contact lists, scheduling dates, formatting papers and producing accurate minutes.
- Provide support for coordinating meetings, conferences, receptions or debates which may include diary management.
- Carry out background research/preparatory work for media engagements and stakeholder events for senior colleagues including the MillionPlus Chief Executive and Chair.

Support the Head of Communications

- Provide policy and political information and data visualisations for the use in campaign materials to positively promote the role of modern universities in the UK.
- Compile and collate case studies and key institutional statistics as required to support campaign materials to positively promote the role of modern universities in the UK.
- Upload approved content to the MillionPlus website and social media channels as required.

Governance and compliance

- To ensure compliance with MillionPlus's internal policy and procedures and that of our formal business service partner (London Metropolitan University).

- Undertake any other duties commensurate with the grade and level of responsibility of the post, for which the post holder has the necessary experience and/or training, and as required by the Chief Executive.
- This job description will be reviewed and may be amended in light of changing professional demands. It is intended to provide guidance on the duties expected while in post and should not be regarded as rigid or inflexible.

LOCATION: The successful postholder will be expected to attend the MillionPlus office in London (SE1) twice weekly (Tuesday and Wednesday) with the remaining days home working. However, some flexibility may be required with adequate notice.

LEAVE: 27 days plus Bank Holidays and 7 university closure days (pro rata for part-time staff which may need to be taken as time off in lieu).

FLEXIBILITY: Please note that given the need for flexibility to meet the changing requirements of MillionPlus, the duties and location of this post and the role of the postholder may be changed after consultation. In the event of a change of location ILW (Inner London Weighting) may no longer apply. If you wish to discuss the job in further detail, please contact Jayne Hope at info@millionplus.ac.uk in the first instance.

The essential criteria will be used to assess all potential candidates for this vacancy. The evidence you provide and the examples you give demonstrating how you meet each of the essential criteria will be assessed as part of the recruitment and selection process.

PERSON SPECIFICATION

Essential

Graduate with relevant degree and/or substantive experience in a policy, research or public affairs focussed role.	Application form
Excellent written and verbal communication skills, able to absorb complex information and present it to different audiences in a clear and accessible way.	Application form pre-interview exercise Interview
Effective policy, research and data analysis skills; including information gathering, analysing complex data and creating visualisations in a clear format.	Application form pre-interview exercise Interview
Demonstrable organisational skills, to track priorities, work to deadlines and organise meetings.	Application form Interview
Ability to secure results, working with autonomy while recognising when to seek guidance from senior colleagues	Interview
Strong interpersonal skills, to work and build relationships with senior stakeholders and government officials, as well as operate as an effective and collaborative team member.	Application form Interview
Ability to work across a small organisation under pressure in a calm, professional and efficient manner.	Application form Interview
Understanding of, and commitment to, equality, diversity and inclusion.	Application form
Commitment to the continuous enhancement of professional knowledge, skills, and practice.	Application form
Commitment and passion for monitoring, developing and delivering policy to advance a particular cause.	Interview
Experience of taking comprehensive minutes and producing action notes.	Application form Interview
Knowledge and experience of working with Microsoft 365 applications including Word, Excel and outlook.	Application form pre-interview exercise Interview

Desirable

Experience of working for a membership organisation	Application form
Experience of working in the higher education sector	Application form interview
Experience of monitoring and analysing higher education policy and parliamentary developments	Application form interview
Knowledge and/or experience in the use of data analytical software such as Power BI or equivalent.	Application form interview