



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Director of Policy 0.6 FTE				
DEPARTMENT	Vice Chancellors office				
LOCATION	National/Brayford				
JOB NUMBER		GRADE	SMG	DATE	August 2016
REPORTS TO	Vice Chancellor				

CONTEXT

An opportunity has arisen to work with the developing devolution agenda in a region where the LEP and the University work closely for the benefit of the region, both nationally and internationally. The role holder will work widely across government and relevant bodies working with the key strategic objectives of the LEP and the University. Accordingly the post calls for a comprehensive understanding of Government policy, and the devolution agenda, and will be an experienced lobbyist, able to command the respect of senior colleagues and stakeholders.

JOB PURPOSE

The role holder will take the lead in representing the University on the developing devolution agenda specifically to oversee policy developments which affect Greater Lincolnshire and the University of Lincoln and to represent the University of Lincoln and the Greater Lincolnshire LEP in London with key stakeholders.

The role holder will also be responsible for advising the CEO of the Greater Lincolnshire LEP and the Vice Chancellor of the University on lobbying and to create opportunities for GLLEP and the University to put their case and to be highlighted in government as examples of economic success in a region.

The role holder will work closely with the Vice Chancellor and the GLLEP CEO to develop an agreed work place, against which they will be responsible for delivering.



KEY RESPONSIBILITIES

Responsibility 1
To work with relevant national and internationally focused British agencies to foreground the opportunities of the GLLEP and the University of Lincoln
Responsibility 2
Develop and manage relationships with key departments, in particular Treasury, BEIS, DfC, DEFRA, DCMS, Government ministers, Number 10 advisers, Higher Education and other sector bodies and business leaders on behalf of GLLEP and the University of Lincoln
Responsibility 3
Act as the key advisor to the Greater Lincolnshire LEP and the University of Lincoln on all matters related to the developing devolution agenda, with a particular focus on policy development and lobbying.
Responsibility 4
To influence relevant media outlets in promoting GLLEP and the University of Lincoln as appropriate.
Responsibility 5
To horizon scan and bring intelligence to GLLEP and the University of Lincoln as appropriate
Responsibility 6
To liaise with the University's Director of Planning to inform strategy in the senior management of the University and to support alignment with GLLEP and the Devolved authority where there is mutual benefit.
Responsibility 7
To work with the key academics and stakeholder in the University and in the LEP to advance the reputation of the University and GLLEP

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.



ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
Vice Chancellor Director of Planning Director of Communications, Marketing and Development	CEO of the GLLEP Other key contacts in the LEP Key stakeholder in Government Higher Education key contacts Business Leaders Other key contacts in London.



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Director of Policy	JOB NUMBER	
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Experience:		
An experienced lobbyist and policy officer	E	A,I
Demonstrable experience of working across government with a proven track record of 'opening doors'	E	A,I
Experience of managing relationships with key stakeholders internally and externally	E	A,I
Skills and Knowledge:		
Clear understanding of the current policy environment for Universities and Regions, particularly in relation to policy development and lobbying government	E	A,I
Demonstrable knowledge of the developing devolution agenda for Greater Lincolnshire	D	A,I
Excellent communication skills and a demonstrable ability to produce narratives that capture the imagination and highlight the strengths of the University and the LEP	E	A,I
An understanding of the Higher Education Sector, experience of working in complex environments such as Universities	E	A,I
Ability to work independently and to a work plan	D	A,I
Experience of producing reports and liaising with media	D	A,I
Competencies and Personal Attributes:		
Ability to command the confidence and respect of senior colleagues	E	A,I,R
Emotionally intelligent with the ability to relate to a wide range of people.	E	A,I,R
Solution orientated with the ability to make sound decisions	E	A,I,R
Creative, energetic and resourceful, with a proven track record of success, and a personal commitment to delivering results and the ability to influence.	E	A,I,R
Commitment to the values of higher education and our students and graduates	E	A,I,R

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.



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