Recruitment Pack

Deputy Head of Policy (HE & Skills)
British Academy

October 2017
Dear Applicant,

**Deputy Head of Policy (HE & Skills)**

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for the role.

To apply please:

- Provide an up-to-date CV which shows your full career history with any breaks explained – we recommend that this is no longer than three pages;
- Write a supporting statement detailing how you are a good candidate for this post and how you fulfil the role profile & person specification – we recommend that this should be a maximum of two pages;
- Indicate if you cannot attend during the week scheduled for interviews

Please ensure your full name is on all documents and saved as either:  
Name/CV  
Name/supporting statement

Applications should be e-mailed to recruitment@britac.ac.uk

**Applications must be received by midday on Friday, 3rd November 2017.**

Please contact Giuseppe Scannapieco, HR & Corporate Services Assistant, if you have any questions or queries.

We look forward to hearing from you.

Yours sincerely,

Vivienne Hurley  

**Director of Research Funding and Policy**  
**The British Academy**
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The British Academy

The British Academy is the UK’s national body for the humanities and social sciences. Our purpose is to inspire, recognise and support excellence in the humanities and social sciences, throughout the UK and internationally, and to champion their role and value.

• As a Fellowship of over 1000 distinguished scholars, we take a lead in representing the humanities and social sciences, facilitating international collaboration, providing an independent and authoritative source of advice, and contributing to public policy and debate.

• As a learned society, we seek to foster and promote the full range of work that makes up the humanities and social sciences, including inter- and multi-disciplinary work.

• As a funding body, we support ideas, individuals and intellectual resources in the humanities and social sciences. We enable UK researchers to work with scholars and resources in other countries, sustain a British research presence in various parts of the world and help to attract overseas scholars to the UK.

• As a national forum for the humanities and social sciences, we support a range of activities and publications which aim to stimulate curiosity, to inspire and develop future generations of scholars, and to encourage appreciation of the social, economic and cultural value of these disciplines.

A brief history of the Academy

The creation of a British Academy ‘for the Promotion of Historical, Philosophical and Philological Studies’ was first proposed in 1899 in order that Britain could be represented at a meeting of European and American academies. The organisation, which became known simply as the British Academy, received its Royal Charter from King Edward VII in 1902.

Since then, many of Britain’s most distinguished scholars in the humanities and social sciences have been involved in the life of the Academy. The roll call of past Fellows includes many of the greatest British names of the twentieth century, such as the influential economists John Maynard Keynes, Friedrich Hayek and William Beveridge; the eminent thinkers Karl Popper and Isaiah Berlin; Louis and Mary Leakey, who made pioneering discoveries on the origins of man; A.J.P. Taylor, Kenneth Clark and Mortimer Wheeler, scholars who were also great communicators; and C.S. Lewis and Henry Moore, Fellows who combined learning with creativity. In 1998 the Academy moved to its present headquarters at 10 Carlton House Terrace. One of London’s finest Georgian treasures, the Terrace, overlooking St James’s Park, was designed by John Nash and built in the 1820 and 1830. Number 10 was formerly the London residence of the Ridley family and number 11 (most of which is also occupied by the Academy) was from 1856 to 1875 the home of former Prime Minister William Gladstone.
Purpose and Vision

Our purpose
The Academy's fundamental purpose is:

“To inspire, recognise and support excellence and high achievement in the humanities and social sciences, throughout the UK and internationally, and to champion their role and value.”

Our task is to provide the operational advice and support that enables the Academy and its Fellows to achieve that purpose and its strategic objectives.

Our Values
To provide a focus for this, staff have identified a set of values, which we aspire to nourish and maintain in all of our working relationships:

Respect
Respecting and recognising each other’s responsibilities, successes and contributions

Fairness
Treating all colleagues fairly and consistently

Trust
Recognising that trust is important in every working relationship

Transparency
Operating on the basis of clear and open communication

Flexibility
Sharing a framework of common standards and expectations, with flexibility to meet the needs of individuals so far as possible

Training
Enjoying access to development opportunities, for our jobs and for our careers

Encouragement
Encouraging colleagues to take initiative and ownership for their work and actions

Teamwork
Promoting a spirit of co-operation and developing ways of working together professionally, collaboratively and across functions

Feedback
Giving and receiving appropriate constructive feedback

Fulfilment
Building a satisfying and enjoyable place to work, with jobs that challenge and stimulate

Reward
Developing a reward system that recognises and encourages commitment and success
A message from the Head of Policy (HE & Skills)

The Higher Education and Skills Policy team is one of three policy teams at the British Academy. It leads the Academy’s work on championing the humanities and social sciences throughout the education system, focused on seeking to influence national policies to support and protect the health of our disciplines and promoting their value.

The team has a broad portfolio of project-based work and responsive policy activity covering a wide range of topics and this role would work across many of these. Current priorities include projects on celebrating the skills gained through the study of the humanities and social sciences and the contribution which graduates make in society and the economy, and on the links between research and teaching in higher education, in the context of the creation of the Office for Students and UK Research and Innovation.

We work regularly with the other national academies, and have just launched a major new project on making a fresh case for investment in research across the disciplines. We have ongoing streams of work connected to the Research Excellence Framework, the importance of languages, and the development of quantitative skills within the humanities and social sciences.

We look forward to hearing from you.

Best Wishes,

Harriet Barnes
Head of Policy (HE & Skills)
The British Academy
JOB DESCRIPTION

Job title  Deputy Head of Policy (Higher Education and Skills)
Reports to  Head of Policy (Higher Education and Skills)
Staff Supervised  1 x Senior Policy Advisor, 2 x Policy Advisors

Purpose of the job
To take a lead role in developing strategy and managing the delivery of the Academy’s Higher Education and Skills policy activity, with specific responsibility for certain themes and activities, including human and financial resource management.

The responsibilities of the position include:

1. To support the Head of Policy (HE and Skills) in managing the operational delivery of the team’s programme and to take a lead role in advancing the department’s strategic planning.

2. To be responsible for the management of the higher education and skills programme budget, including monitoring, forecasting and reporting to budget holders.

3. To be responsible for the oversight, development and delivery of specific thematic activities, outputs and communications.

4. To contribute to the development of monitoring and evaluation tools to benchmark and assess the impact of the HE and skills programme.

5. To identify new opportunities, initiate activity and lead development relevant to the HE and skills portfolio.

6. To identify and develop potential synergies between the HE and skills programme and the Academy’s other policy activities.

7. To advise and support the Head of Policy (HE and Skills), the Director of Research Funding and Policy, the Chief Executive and Senior Management Team, relevant Academy Officers, Council and Committees as appropriate.

8. To deputise for the Head of Policy (HE and Skills) as necessary.

9. To engage effectively with the interests, strategies and policies of stakeholders, to advance the development, visibility and impact of the HE and skills programme.
10. To develop and maintain partnerships with external bodies, where appropriate and to represent the Academy at appropriate meetings and events, and present the Academy’s views and positions on particular issues

11. To work with the wider Academy and the other UK national academies on specific projects and initiatives, supporting and leading as necessary, to ensure a joined-up approach

12. To manage and develop the HE and Skills team

13. To oversee and manage project-based consultants/researchers as necessary

14. Other support for Academy activities including Council, Sections, etc., as requested from time to time
## PERSON SPECIFICATION

| Qualifications | • Educated to bachelor’s degree level or equivalent  
• [desirable] relevant postgraduate qualification |
| Knowledge | • Demonstrable understanding of the landscape of UK higher education  
• Understanding of the context for arts, humanities and social sciences  
• Understanding of the broader policy environment as it relates to HE and research |
| Experience | • Experience in the development of strategies and objectives in line with organisational priorities  
• Experience of setting up budget plans and managing expenditure effectively  
• Track record of delivering successful projects  
• Experience of using monitoring and evaluation tools to assess impact  
• Experience of working with committees and working groups, and with academics  
• Experience of engagement with stakeholders and experts who influence and shape policy  
• Line management experience |
| Skills and aptitudes | • Creative and strategic thinker  
• High level of literacy and numeracy  
• Excellent written and oral communication skills, including giving presentations  
• Excellent research, analytical and problem solving skills  
• Excellent facilitation and negotiation skills  
• Ability to build and maintain effective relationships internally and externally  
• Strong IT skills and the capability to learn new IT skills readily  
• Ability to meet deadlines under pressure, accurately and with attention to detail, often balancing conflicting priorities  
• Ability to use tact and diplomacy and to handle confidential information |
| Personal qualities | • Confident, open-minded, flexible and enthusiastic outlook  
• Positive attitude to challenges and co-operation with colleagues  
• A professional and confident approach when dealing with a variety of people  
• Ability to work independently, and also as part of a wider team  
 Commitment to high quality service and efficiency in all aspects of the organisation’s operations |
| Circumstances | • Willing to travel on British Academy business  
• Able to be flexible about working hours on occasions |
Terms and Conditions of Employment  
(For information purposes only)

Position  
Deputy Head of Policy (HE & Skills)

Location  
http://www.google.co.uk/url?url=https://plus.google.com/116892819319639457483/about%3Fhl%3Den&rct=j&sa=X&ei=DscLUKvpsIsi00QWCiYnKCg&sqi=2&ved=0CGEQ4gkwAA&q=british+academy&usg=AFQjCNFdk7rcmB-7zL6l4gI5ibEWha1emg

10 Carlton House Terrace  
London  
SW1Y 5AH

Remuneration  
Circa £44k per annum

Hours of work  
9.00 – 5.00 pm Monday – Friday

Annual Leave  
34 days plus bank holidays

Our benefits package includes:

- a subsidised canteen  
- a defined benefit pension scheme  
- interest-free season ticket loans
KEY DATES

- Closing date for completed applications: Midday, 3rd November 2017
- Shortlisted candidates to be informed: Week commencing 6th November 2017
- Interviews to take place: Week commencing 13th November 2017