

Assignment details

Senior Education Policy Advisor

Information

Role Type	Pay Band	Location	Duration	Reports to:
Consultant	PB8	Any UK office (Frequent travel to London)	Indefinite	Regional education leads relationship manager

Purpose

The Senior Education Policy Advisor is responsible for managing the Education Advisory Group (senior people from the education sector who advise on the British Council's education activity) and the International Education Advisory Group (a quarterly meeting co-chaired with DfE to share information about government policies with the sector).

They will also support the Regional Education Leads Relationship Manager and Head of the Education Policy Unit in facilitating high-level bilateral meetings around events such as Education World Forum, Going Global and inward delegations to the UK.

The post holder will also support the production of communication vehicles (such as the monthly newsletter "Talking Points") for sharing education policy and programme insight from the UK with education colleagues in the region.

The role holder has the opportunity to get close to key decision making and to help build the achievement and success of the strategic and operational goals of the function.

Function overview

The purpose of the Education Policy Unit is to:

- Influence government policy worldwide by providing current thinking on UK Education, Science and English Policy through quality research
- Enhance the British Council's reputation as a leader in Education, Science and English Policy work - working with internal and external experts
- Contribute to the body of knowledge through high quality research
- Provide internal teams with expert knowledge on Education, Science & English Policy

Key opportunities/challenges

- Strengthen our relationships with key senior people from the UK education sector and ensure their expertise informs our work
- Strengthen our relationships with British Council education colleagues in the regions and ensure a good flow of communication in both directions
- Support bilateral policy discussions focused on all areas of education

Main responsibilities

Business Management and Delivery

- Act as Secretariat for the Education Advisory Group and the International Education Advisory Group
- Research, write, commission and quality assure appropriate briefings and discussion documents as requested by the Head of the Education Policy Unit with the effective management of stakeholder relationships
- Coordinate education briefings for senior bilateral meetings (e.g. for the Chief Executive and Director of Education Policy with international counterparts)
- Support regular catch up meetings between Education Group, Education Policy Unit and overseas colleagues
- Coordinate and edit material for the monthly newsletter “Talking Points”
- Contribute to developing delivery models of a relevant programme, project or services

Content/thought leadership

- Represent British Council’s perspective in relevant external fora
- Contribute to briefings on current and emerging matters in area of expertise, supporting detailed analysis, research, sector knowledge and content to proposals.

Stakeholder Management

- Manages and facilitate arrangements for stakeholder engagement events
- Attend events and engage with Stakeholders
- Receive and respond to standard enquiries from/to a range of internal and external stakeholders (escalating or referring on to others as necessary), to ensure they are dealt with efficiently and effectively.
- Support senior colleagues to effectively coordinate and deliver a range of external and internal events and meetings.
- Proactively communicate and liaise with others (inside and outside the BC) as required, to ensure effective coordination and delivery of events, services and activities in which the team is involved. The post holder has a full understanding of the needs of senior leaders gained by building and maintaining full knowledge and understanding of SBU team needs. An appropriate link is developed with project teams, ensuring a two way flow of information
- Senior Leaders are kept informed of projects that may impact upon plans. Feedback is sought on the effectiveness of the link and it is improved and developed as required.
- Proactively communicate and liaise with others (inside and outside the BC) as required, to ensure effective coordination and delivery of events, services and activities in which the team is involved.

Relationships:

- Director, Education Policy
- Regional Education Leads Relationship Manager
- Head of Whitehall and Devolved Administrations Stakeholder Management
- Senior Policy Advisors
- Director, Research
- Lead Partners, Principal Consultants E&S
- E&S colleagues
- External Stakeholder's Support staff
- Event organisers

Assignment duration and effort

Start date: ASAP
 End date: N/A
 FTE (100%):

Role requirements

Threshold requirements:	Assessment stage
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Passport requirements/ Right to work in country	Candidates are expected to have researched whether they have the right to live and work in the country in which the role is based. Given that our offices have different legal status depending on the work we do in those countries, we recommend that you contact HR in country for additional information on the likelihood of securing a visa. Only at its discretion will the British Council provide support so please check first whether visa support is offered.	Shortlisting
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Direct contact or managing staff working with children?	Yes/No To assess whether this applies to this role please go to the Child Protection site on the intranet. If YES then the experience, skills, knowledge and qualifications relevant to working with these groups should be defined under the Role Specific section of the role profile.	N/a
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Notes

Person Specification:	Assessment stage
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Qualifications

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
▪ As per Consultant level		Shortlisting

Specific Knowledge & Experience

<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Experience of working with senior managers and external stakeholders	Working with senior external stakeholders – Whitehall	Shortlisting and/or interview
Knowledge of an Education sector – HE, Schools & Skills, English Language, Science	Experience of conducting or communicating Education Policy and/or Research	
Experienced SAP user and MS SharePoint user	Broad knowledge of Education sectors (more than one)	
Specific Skills		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Excellent IT skills	Policy writing	Shortlisting and/or Interview
Excellent communication skills both written and verbal	Project Management	
Planning and Prioritisation skills		
British Council Core Skills		<i>Assessment Stage</i>
Selection of British Council core skills specific to this assignment.		<i>Shortlisting and Interview</i>
<p>Plans and leads on accounts and partnerships Develops and leads on the delivery of account management and development plans across a range of stakeholders/customers/partners to deliver medium term business and/or reputational gains for both parties.</p>		
<p>Plans for the longer term Shapes forward plans for 3-5 years ahead for a major unit or units, taking account of British Council strategy and the need to manage contingencies, risks and impact.</p>		
<p>Influences at the highest level Influences and manages relationships at the highest levels to build mutual understanding, shapes perceptions of the British Council and creates positive change over the medium term.</p>		
<p>Develops the culture Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices.</p>		
<p>Solves complex problems Able to apply or devise specialised concepts and methods of analysis – or commission them from others. Understands the output and uses the results to make clear and / or solve complex business, market or policy problems.</p>		

British Council Behaviours	Assessment Stage
Creating Shared Purpose – most Connecting with others – most Working together – most Being accountable – most Making it happen – most Shaping the future – most	<i>Interview</i>
Prepared by:	Date:
Maddalaine Ansell	16 January 2019