

<b>Job Title</b>	HE Research lead - disabled students inquiry, Education and Skills Policy Team
<b>Reporting to</b>	Head of Education and Skills
<b>Location</b>	Borough, London
<b>Salary</b>	40K - 50k FTE
<b>Hours</b>	21 hours per week
<b>Contract type</b>	Six months, part time, fixed
<b>Industries you will work with</b>	<ul style="list-style-type: none"> <li>• Parliament and politicians</li> <li>• Higher education institutions</li> <li>• Sector bodies, employers, think tanks and academics</li> <li>• Public affairs/media</li> <li>• Civil Service</li> <li>• Third sector</li> </ul>
<b>Job focus</b>	<ul style="list-style-type: none"> <li>• Leading and managing the HE Commission's new inquiry into the experience of disabled students. <ul style="list-style-type: none"> <li>○ Conducting research interviews, roundtables and secondary analysis.</li> <li>○ Report writing, overseeing report design and devising communications and impact plan.</li> <li>○ Working with high profile figures from the sector.</li> <li>○ Stakeholder management of Commission members and funders in relation to the inquiry.</li> <li>○ Drafting follow-up letters to Ministers and other key stakeholders</li> </ul> </li> </ul>
<b>About Policy Connect</b>	<p><b>Our Mission</b> Leading the development of new policy ideas through evidence and collaboration.</p> <p><b>Who we are</b> We are a membership-based, not-for-profit, cross-party think tank. We bring together parliamentarians and government in collaboration with academia, business and civil society to inform, influence and improve UK public policy through debate, research and innovative thinking, so as to improve peoples' lives.</p> <p>We lead and manage an extensive network of parliamentary groups, research commissions, forums and campaigns. We are a London living wage employer and a Member of Social Enterprise UK, and have been operating since 1995.</p>
<b>About the Education and Skills team</b>	<p>The Education and Skills team at Policy Connect works to improve the policy making process through delivering collaborative research projects, impact campaigns, and thought leadership and sector networking events in Parliament and beyond. Our work encompasses the research of the Skills and Higher Education Commissions and the Programme of the All-Party Parliamentary Group for Skills and Employment.</p> <p>Policy Connect's <a href="#">HE Commission</a> is a made up of leading figures from across the political, education, business and third sectors undertaking research and makes recommendations for policy reform. This inquiry into disabled students will be co-chaired by Lord Norton of Louth, the Rt. Hon the Lord Blunkett and Kathryn Mitchell, Vice Chancellor of University of Derby.</p> <p>The HE Commission's recent research publications have focused on <a href="#">degree apprenticeships</a> and <a href="#">international students</a>. The findings from these projects have led</p>

	<p>to briefings with ministers and DfE officials, Parliamentary questions and debates, citations in government and sector reports - influencing change for better public policy.</p> <p>For the next three years we are working towards our vision of creating a more inclusive, adaptive and joined up tertiary system which reduces skills gaps and mitigates intersectional inequalities. Our new research inquiry into the experience of disabled students in higher education will be a key component in working towards our vision.</p>
<b>Benefits of working for us</b>	<p>Policy Connect offers an open, vibrant work environment close to the heart of UK politics. In a close-knit team of 25 staff, you will experience the buzz of working in Westminster and the passion of working to make changes to better people's lives.</p> <p>You will be able to have great degree of influence on the shape of your work and the opportunity to make an impact in your policy field.</p>

### How to apply

Please read the job description and candidate specification below, and send **your CV of no more than 2 A4 pages, a covering letter of no more than one A4 page, links to at least two examples of published research** and a completed equal opportunities monitoring form to [careers@policyconnect.org.uk](mailto:careers@policyconnect.org.uk). Please include **"Researcher and Consultant, Higher Education"** in the application email subject line.

Please ensure that your covering letter refers specifically to how your experience relates to the main duties and person specifications required for this role. Expertise and prior experience in further and higher education or policy work is essential.

We are an equal opportunities employer and encourage applications from all suitably qualified individuals regardless of race, sex, disability, sexual orientation, religion or belief, age, marital status or civil partnership, pregnancy/maternity or gender.

In order to ensure equal opportunities during our recruitment processes we are carrying out blind recruitment. **Therefore please send your documents as a word file if possible or include a second copy of your cover letter and CV with your name erased.**

Please contact Simon Kelleher at [simon.kelleher@policyconnect.org.uk](mailto:simon.kelleher@policyconnect.org.uk) or on 0207 202 8575 if you have any questions regarding the role or Policy Connect.

### Selection procedure and deadlines

- **Sunday 28 July 2019, midnight (GMT 00.00 AM):** Application closing date.
- **Week beginning 19 August:** Interviews to be held including a written exercise.

<b>The role</b>	<p>Policy Connect is looking for an experienced researcher to deliver the HE Commission’s new research inquiry into the experience of disabled students in higher education.</p> <p>This is an exciting role that will involve leading the project through the research life cycle. This will involve leading quantitative and qualitative data collection and analysis, including organising parliamentary evidence sessions, writing a major report and designing recommendations.</p> <p>Ensuring the Commission’s findings have demonstrable impact will be an important part of this position and will include impact planning, media engagement, and meetings with senior stakeholders across Parliament, Whitehall and the wider HE sector to deliver positive change for students.</p>
<b>Main duties</b>	<p>The researcher will work closely with the Head of Education and Skills and the Chairs of the HE Commission. Responsibilities will include:</p> <p><b>Policy and Research</b></p> <ul style="list-style-type: none"> <li>• Direct and manage the HE Commission’s research inquiry through the organisation of steering group meetings, evidence sessions, and interviews.</li> <li>• Research and gather qualitative and quantitative data to analyse.</li> <li>• Write up pre- and post-event briefings from evidence sessions for members and Parliamentarians.</li> <li>• Drafting recommendations and report writing</li> <li>• Dissemination and impact development of policy work.</li> </ul> <p><b>Communications and stakeholder management:</b></p> <ul style="list-style-type: none"> <li>• Maintain close, regular contact with all key stakeholders, including parliamentarians and industry stakeholders.</li> <li>• Lead on the development and implementation of the Commission’s communications plan to ensure our work is known across parliament, government and the sector.</li> <li>• Assist team members, including the Communications and Media manager and the project officer, to ensure that external communications, the websites and social media channels, reflects the work of the Commission.</li> </ul> <p><b>Parliamentary meetings and events:</b></p> <ul style="list-style-type: none"> <li>• Liaise with supportive parliamentarians and input into the team’s engagement plan to ensure to promote the inquiry.</li> <li>• Attend and represent Policy Connect at external events, and public speaking to promote our work</li> </ul> <p><b>Depending on the focus of the work of the team, the role and associated responsibilities might change over time, for example towards a greater emphasis on policy impact activity.</b></p>

<p><b>Person requirements</b></p>	<p><u>Essential</u></p> <ul style="list-style-type: none"> <li>• Expertise in education and skills issues.</li> <li>• An understanding of research design and research methodologies.</li> <li>• Demonstrable experience of delivering high quality and high profile research projects and developing policy recommendations.</li> <li>• Experience developing or working to deliver policy impact.</li> <li>• Experience in a project management, public affairs, events management, or policy-making environment.</li> <li>• Interest in Parliament and the policy-making process.</li> <li>• Excellent written and communications skills.</li> <li>• Proven ability to foster membership/stakeholder relationships.</li> <li>• Organisational skills pertaining to scheduling and delivering events.</li> <li>• Dynamic worker, happy to work within a small team and willing to support the wider objectives of the team.</li> </ul> <p><u>Personal qualities</u></p> <ul style="list-style-type: none"> <li>• A self-starter, you are capable of autonomously coordinating projects as well as working in a small team.</li> <li>• Flexible and adaptable to new and changing contexts (such as political change).</li> <li>• A commitment to the aims, purpose and vision of the organisation.</li> </ul> <p><u>Desirable</u></p> <ul style="list-style-type: none"> <li>• Expertise or experience on policy around access and disability.</li> <li>• Educated to MA or PHD level or with comparable experience.</li> <li>• Experience of working in any education, policy or public affairs environment.</li> <li>• Experience writing blogs, opinion pieces and articles.</li> </ul>
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