

Information pack for the role of
Senior Policy Manager
WorldSkills UK
June 2021

About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education, and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education, so more young people and employers succeed.

We are a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network help us raise standards across the UK.

We innovate to help employers: by benchmarking with skills systems from across the world to inform policy and practice, ensuring high-quality skills and boosting the UK economy.

We develop educators: by sharing international best practice to deliver high quality training and assessment.

We inspire young people: whatever their background, to choose high-quality apprenticeships and technical education as a prestigious career route.

Our vision

Apprenticeships and technical education are prestigious career routes for all young people.

Our mission

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of around 40 and is structured into three directorates each directorate is led by a Director, or the Deputy CEO and CEO, who form the Senior Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive to ensure it meets its charitable objectives. The Board is made up of representatives of further education, skills and industry, ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

Diversity

At WorldSkills UK, we strongly value diversity and inclusion and recognise that it is critical to our success. We are committed to creating an inclusive environment for all who work with us and strongly welcome applications from diverse

backgrounds. WorldSkills UK is an equal opportunities employer that encourages applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation. We particularly encourage applications from those from diverse groups, such as women, members of the BAME and LGBTQ+ communities, to join us as at WorldSkills UK.

We are a member of the Disability Confident Scheme and guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies. We are committed to making reasonable adjustments at all stages of the recruitment process for candidates to perform to the best of their ability.



About the role

As part of the External Affairs team, the Senior Policy Manager will play a critical role in delivering our Innovate strand of work, using policy research and development to stimulate demand for high-quality skills across the education and training system and across the economy.

These insights will provide a unique contribution to the development of high-quality technical education and apprenticeships in the UK, informing skills policy and practice across UK skills systems and helping to inform the direction of WorldSkills UK's careers advocacy and skills development programmes.

The Senior Policy Manager will be responsible for four key areas of work, including delivering the policy research elements of WorldSkills UK's annual plan; developing engaging policy content to help communicate our key messages to our external audience; providing policy support for a high profile policy project and developing policy content to help deliver our policy events programme.

Job description

Role:	Senior Policy Manager
Grade:	Grade B
Directorate:	External Affairs Team reports directly to the CEO
Team:	External Affairs
Manager:	Head of External Affairs
Direct reports:	N/A

Role purpose

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These insights will provide a unique contribution to the development of high-quality technical education and apprenticeships in the UK, informing skills policy and practice across UK skills systems and helping to inform the direction of WorldSkills UK's careers advocacy and skills development programmes.

Key tasks and responsibilities:

The Senior Policy Manager will be responsible for four key areas of work, including monitoring and analysing the UK policy landscape; developing and managing skills policy research projects; developing engaging policy content to help communicate key messages to our external audience; and providing policy support for a senior level project.

1. Delivering the policy research elements of WorldSkills UK's annual plan

- Use policy analysis and knowledge of WorldSkills UK's programmes and international network to develop research proposals that are relevant to the UK policy agenda and help stimulate demand for high-quality skills in key sectors.
- Help commission and manage research projects through to the reporting and dissemination stages on key research themes such as green skills, innovation, digital skills and advanced manufacturing in line with WorldSkills UK's annual plan.

2. Developing engaging policy content to help communicate our key messages to our external audience

- Responsible for working with colleagues across the organisation to make sure our research reaches key stakeholders by, for example, writing blogs, speeches, media articles and social media content.

3. Providing policy support for a high profile policy project

- Support the Head of External Affairs in managing a new high-level project for WorldSkills UK – the Skills Taskforce for Global Britain – looking at how high-quality skills are important for attracting inward investment in key sectors of the economy.
- Provide policy support by drafting meeting papers, developing content and commissioning research as well as contributing to the overall impact of the Skills Taskforce for Global Britain as a key member of the project team.

4. Developing policy content to help deliver our policy events programme

- Working closely with our Events and Project Co-ordinator to deliver a number of policy roundtable events and our next International Skills Summit.

Other:

- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- All employees are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equality, diversity and inclusion.
- Any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education and ability.

Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- Recent experience of working in skills and/or economic policy [E].
- Experience in scoping and managing policy research projects [E].
- Experience in leading policy campaigns [E].
- Experience in managing high-level policy committees [D].
- Experience in delivering policy events [D].

Knowledge and skills:

- Excellent knowledge of UK skills systems and recent policy developments [E].
- Excellent knowledge of workings of government and the policy process [E].
- Ability to absorb and analyse complex information [E].
- Ability to write clear and concise policy content for a variety of audiences [E].

- Ability to present policy content clearly in meetings with internal and external stakeholders [E].

Personal qualities and attributes:

- Able to work on own initiative with broad direction [E].
- Able to think creatively and solve problems [E].
- Excellent team player with a collaborative approach to work [E].
- Motivated by impact and outcomes of work [E].

Special circumstances:

- Prepared occasionally to work outside normal hours [E].
- Prepared to travel within the United Kingdom [E].
- Able to spend time away from home [E].

Summary of terms and conditions

- Fixed term for 12 months (part-time considered).
- The salary for this role is £45,000-£50,000.
- Normal place of work is First Floor, 157-197 Buckingham Palace Road, London SW1W 9SP. During the Covid-19 pandemic, WorldSkills UK staff are working from home, and there is an expectation that this post may start working from home but may be office based in the longer term. However, WorldSkills UK is a flexible employer and welcomes applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements.
- Minimum of 24.5 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday, although we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to discuss flexible working options with suitable candidates. Occasional weekend work may be required by mutual agreement for which reasonable time off in lieu will be given.
- 25 days' annual leave, which will increase by one additional day for each completed year of service up to a maximum of 30 days plus public and bank holidays.
- The post is subject to six months' probationary period with one months' notice.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about the 21st of the month.

How to apply

WorldSkills UK is committed to making appointments on merit by fair and open processes and uses a blind recruitment approach. Please ensure that you **submit your application in Word** to help us in this process.

Applications should be submitted no later than **9 am on Friday 9 July 2021** by email to Meryem Ozbiloglu, Senior Human Resources Manager at jobs@worldskillsuk.org and must include:

- a curriculum vitae detailing your full career history with identifying information removed
- a supporting statement with evidence of your suitability for the role, taking into account the points listed in the role description and person specification (throughout the recruitment process, we will be looking for examples and evidence of your experience, knowledge and skills)
- a separate document containing your contact details.

Diversity Monitoring

Applicants are also asked to complete a Diversity Monitoring Questionnaire at <https://www.surveymonkey.co.uk/r/WQS7WS9>.

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. This information is classed as sensitive data, and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to. The information you supply is not used to process your application, nor does anyone directly responsible for the recruitment process ever have access to it. The data is pseudonymised and used by our HR team to understand how best to meet our diversity and inclusivity targets.

Process

It is intended that first-round interviews will be held by video call w/c 26 July 2021. Short-listed candidates will be advised of the process. Second round interviews will be held by video call w/c 2 August 2021.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process. For further information, please contact Meryem Ozbiloglu, Senior Human Resources Manager at jobs@worldskillsuk.org