

ROLE PURPOSE	
JOB TITLE:	Policy Programmes Lead
OVERVIEW:	The Senior Policy Programmes Lead will play a lead role in developing strategically important and cross-cutting policy work, including maximising success of existing programmes and designing and taking forward new activities and external partnerships, with the aim of building the reputation and impact of the Academy's Public Policy work against the organisation's strategic aims.
LOCATION:	10-11 Carlton House Terrace, London, SW1Y 5AH. Hybrid working is available
DEPARTMENT / DIRECTORATE:	Public Policy
REPORTS TO:	Head of Public Policy
STAFF SUPERVISED:	Senior Policy Advisers x 2
Key Responsibilities:	<p>1.Ensure ongoing success and maximising impact of existing programmes and themes</p> <ul style="list-style-type: none"> • Take responsibility for the oversight of major cross-cutting public policy programmes, working with the Head of Public Policy and programme leads in identifying new opportunities to build impact. • Identify and forge new external partnerships in line with Academy's strategic plan and in collaboration with the Academy's Fellowship and wider stakeholder networks. • Support directly the Director of Policy and Head of Public Policy in developing strategies for engagement with key government departments, drawing on expertise, insight and activities across the Academy (e.g. from research to public engagement to policy). • Liaise with the Communications directorate to ensure the Academy's public policy workplan aligns with strategies for media and public engagement, public affairs and the wider SHAPE agenda.

- Develop and be responsible for income and expenditure budgets and to work closely with relevant Directors and Heads to manage the dynamic budgets and resources for programmes.
- Represent the Academy in communicating the findings, outputs and strategy of programmes with stakeholders including at events, in the media or internally, as required.

2. Leading on one or more cross-cutting, strategic initiatives that support the extension and development of the Academy’s policy work.

- Responsible for the oversight and delivery of the ongoing, cross-cutting programme of work on UK economic strategy, effectively managing human and financial resources required for delivery, including management of the relevant policy staff working on the project.
- Work collaboratively with the Head of Public Policy and wider Public Policy team to develop areas of cross-cutting activity which bring together our policy themes in impactful ways.
- Identify and develop collaborative policy activity with colleagues in the Higher Education and Skills Team and the International Team

3. Responsibility for leadership on one or more areas of professional and team development within the public policy team.

- Coordinate the process for commissioning policy research, working closely with the Research Funding team to construct and manage new research tenders and funding calls.
- Contribute to the development of monitoring and evaluation tools to benchmark and assess the impact of the public policy workplan, and the individual programmes within it.
- Develop and implement plans to engage key stakeholders to achieve the directorate and wider Academy’s strategic objectives. This includes managing relationships with senior people externally.
- Provide direct line management to senior policy advisers within the Public Policy Team and contribute to the leadership and support of the team.

Key Stakeholders

Internal

Colleagues across the policy, communications, and research directorates; Academy fellowship

External

Policymakers in UK Government, devolved and local governments; civil society and VCSE sector; research funders; universities and researchers

ROLE REQUIREMENTS

Qualifications	Educated to a bachelor's degree of equivalent
Working Relationships	<p>Works and communicates effectively</p> <ul style="list-style-type: none"> • Experience of working with committees and working groups, and with academics. • Experience of successful engagement with high level stakeholders and experts who influence and shape policy. • Ability to use tact and diplomacy and to handle confidential or sensitive information • Ability to build and maintain effective relationships internally and externally and to work in partnership with other organisations • A professional and confident approach when dealing with a variety of people • Open-minded, collaborative, and responsive to others, taking account of alternative perspectives
Knowledge and Skills	<p>Demonstrates and develops appropriate knowledge and skills</p> <ul style="list-style-type: none"> • Demonstrable understanding of the landscape of UK public policy and the political system. • Understanding of the context for humanities and social science research within higher education and research. • Knowledge of the methods and approaches for conducting research for influence and impact on public policy. • Experience of using monitoring and evaluation tools to assess impact. • Excellent written and oral communication skills, including giving presentations, data analysis and report production • Strong facilitation and negotiation skills for engaging and influencing stakeholders in complex and challenging situations
Proactivity and Planning	<p>Manages time and resources effectively in order to achieve own and organisational objectives</p> <ul style="list-style-type: none"> • Track record of planning, managing and delivering successful policy projects. • Experience of setting up budget plans and managing expenditure effectively. • Experience in the development of strategies and objectives in line with organisational priorities. • Proactive in anticipating and managing change, both internal and external to the organisation • Ability to meet deadlines under pressure, accurately and with attention to detail, often balancing conflicting priorities

Problem solving and decision making	<p>Ensures good decisions are made through a rational and methodical approach</p> <ul style="list-style-type: none"> • Creative and strategic thinker, with a capacity to lead and inspire others to work through complex issues and ambiguity • Excellent research, analytical and problem-solving skills • Showing courage and composure in handling crises, responding positively to challenges and making and seeing through difficult decisions in a calm manner
Leadership	<p>Gives a clear sense of direction while inspiring others with vision and action</p> <ul style="list-style-type: none"> • Creative, confident, open-minded, flexible and enthusiastic outlook • Outward facing, delivery-oriented and able to look to the medium- and long-term • A professional and confident approach driven by integrity and respect when dealing with a variety of people • Experience of engagement with stakeholders and experts who influence and shape policy • A passion for improving policy and policymaking using insights from arts, humanities and social sciences research and knowledge of the policy context. • Takes responsibility on behalf of a team and leads by example.
Other Requirements	<ul style="list-style-type: none"> • Showing commitment to the values, vision and objectives of the British Academy • Willing to travel occasionally within the UK on British Academy business • Able to be flexible about working hours on occasions

The British Academy Workplace Values

The Academy's workplace values and supporting text are set out below. We share these core values with each other. They guide how we work together and with others. We demonstrate them through our behaviours.

Collaboration

We consistently work together to a common purpose, supporting each other, communicating openly and sharing knowledge. We are flexible and adaptable, receiving feedback constructively

Creativity

We bring imagination and curiosity to our work, valuing learning, diverse thinking, and innovation. We are open-minded, receptive, and responsive, taking account of alternative perspectives

Empathy

We are understanding, sensitive, compassionate, and considerate, mindful of our own wellbeing alongside that of others

Excellence

We always do our best, without striving to be perfect, applying our expertise and experience to develop and grow

Integrity

We are open and honest with each other, accepting personal responsibility and demonstrating loyalty. We are reliable and dependable, having belief that we will be transparent and clear

Resilience

We are confident, bold, and tenacious, knowing when to listen as well as when to speak up. We respond positively to challenges and overcome problems

Respect

We are inclusive in our regard for each other, showing courtesy and appreciation. We treat people fairly and equally, welcoming everyone's contribution and difference