

JOB DESCRIPTION

Purpose of the role	
JOB TITLE:	Deputy Head of Global Strategy, Policy & Engagement
OVERVIEW:	Reporting to the Head of Global Strategy, Policy & Engagement, you will be based in the Academy's Policy Directorate, working with and across policy teams, as well as with counterparts in the International Funding Team. You will work in close concert with another Deputy Head and particularly so with respect to the Academy's global (dis)order international policy programme. This role is available at 0.8 or 1 FTE. Working with the Head of Global Strategy, Policy & Engagement you will take forward and lead the Academy's international engagement and international policy programmes. You will act as a source of expertise, amplifying the Academy's role in high-level debates, informing policymaking and strengthening the Academy's international relationships. This will include deputising for and supporting the Head of Global Strategy, Policy & Engagement, motivating colleagues, and working with Academy Fellows and wider stakeholders in research, policy and practice. In achieving this, the role will work with the Head and three other Deputy Heads to provide direction to the Academy's international engagement and international policy programmes. The Global Strategy, Policy and Engagement Team works in a matrix fashion across the Academy's international strategy and engagement and international policy programmes. Currently these are focused on EU research and innovation and international mobility policy; global research and innovation policy; global (dis)order; and humanity, climate and nature. The Academy's international policy programmes will change over time and the role's focus and responsibilities will change accordingly. All Deputy Head roles are expected to be able to work across and represent all these areas with each role having a substantive focus in one or more of the international policy programmes. For this role that substantive focus relates to the Academy's international engagement and partnerships, international organisation memberships, and global (dis)order. The role has significant leadership, management and external-facing responsibility, requiring the building and maintaining of impactful relationships and partnerships, and being able to effectively challenge and convince stakeholders and counterparts. The role also requires occasional domestic and international travel and early morning/late evening commitments.
LOCATION:	10-11 Carlton House Terrace, London, SW1Y 5AH.

DEPARTMENT / DIRECTORATE:	Global Strategy, Policy and Engagement/Policy Directorate
REPORTS TO:	Head of Global Strategy, Policy & Engagement
STAFF SUPERVISED:	2
Key Responsibilities:	Leading evidence-based advice and analysis to inform policy and practice 1) To develop and progress effectively the Academy's international engagement, partnerships relationships and policy programmes, scanning and monitoring the international landscape in which the Academy operates, sharing relevant intelligence within the Team. 2) To lead with the Head of Global Strategy, Policy & Engagement the Academy's strategy and approach to international engagement, partnerships and relationships, including the Academy's role within international organisations it is a member of. 3) To work with the Head of Global Strategy, Policy & Engagement and another Deputy Head on the Academy's global (dis)order international policy programme. 4) To work cooperatively with colleagues in the Academy's Public Policy team, aiming to identify and build complementarities and synergies with its work. 5) To lead and oversee the development, coordination and review of Academy international policy positions including consultations, outputs and activities, identifying and bringing to bear relevant expertise wherever necessary and ensuring that Academy interests are comprehensively articulated. 6) To confidently and effectively scope, design, develop and deliver presentations, policy synthesis reports, briefings, summaries, consultation responses and other outputs as appropriate, working with colleagues to support and develop them in this endeavour. 7) To independently collaborate and engage with external expertise in the designing, development and shaping of evidence-based advice to ensure the Academy's international policy programmes are impactful and influential and the advice is targeted effectively to key audiences. 8) To engage proactively relevant committees and working groups, leading discussion and delivering consensus. Driving forward the Academy's international engagement and international policy programmes 1) To develop and sustain positive internal and external stakeholder relationships that drive forward the Academy's international engagement and international policy programmes.

- 2) To identify and pursue opportunities for engagement with external organisations and stakeholders, relevant to the Academy's international engagement and international policy programmes, which support the delivery of the Academy's international strategy.
- 3) To identify, cultivate and maintain impactful relationships and networks with researchers, policymakers and practitioners to enhance the influence of the Academy's international engagement and international policy programmes and activities, sharing relevant intelligence within the Team.
- 4) To foster and maintain an extensive professional network and relationships with other international policy experts, international organisations, think tanks, government departments, research organisations, universities, and professional organisations.
- 5) To monitor, influence and interpret global developments relevant to the Academy's mission and strategic priorities and provide expert support, advice, and guidance to the Head of Global Strategy, Policy & Engagement and the Director of Policy, and other colleagues on trends and developments of relevance to the Academy.
- 6) To work closely with the other Deputy Heads of Policy across the Academy to support a joined up and complementary approach to policy research, analysis, development and engagement activities.
- 7) To represent the Academy's views and positions professionally and authoritatively, providing effective challenge to and being able to convince stakeholders and counterparts as appropriate.

Working collaboratively and collegially within the Global Strategy, Policy & Engagement Team

- 1) To support all colleagues in the team, developing relationships with everyone and working collegially and respectfully across the team, Directorate and the wider Academy, towards shared goals, and managing and facilitating the development of staff across the team including the role's line reports and those new to the Academy, and taking a leading role in fostering a positive team spirit and culture.
- 2) To develop and lead a pro-active, focused and effective Global Strategy, Policy, and Engagement team that is very well managed, highly motivated and respected both internally and externally for their expertise, level of delivery and collaborative approach.
- 3) To have responsibility for managing the delivery of the Academy's Global Strategy, Policy, and Engagement team's programme of work, ensuring the team has appropriate skills to meet current and future needs and to take a lead role in supporting the Head of Global Strategy, Policy & Engagement and Director of Policy.
- 4) With support from the Senior International Funding and Operations Lead be responsible for the efficient, effective and economic use of the Global Strategy, Policy, and Engagement budget.

	5) In collaboration with the Monitoring and Evaluation team design and use monitoring and evaluation tools to benchmark and accurately assess the impact of the Academy's international policy programmes. 6) To prioritise and allocate own and team workload effectively, focusing on results and ensuring timely and accurate delivery of outputs and activities. 7) To deputise for and support the Head of Global Strategy, Policy & Engagement as required, being able to confidently and effectively represent the team internally and externally. 8) To uphold the British Academy's values of collaboration, creativity, empathy, excellence, integrity, resilience and respect. Key Stakeholders Internal ○ Global Strategy, Policy & Engagement team ○ International Funding team ○ Public Policy team ○ Higher Education & Research Policy team ○ Public Affairs & News team ○ Fellows of the Academy External ○ International partners and stakeholders ○ UK National Academies and wider domestic stakeholders ○ Academy award holders ○ UK-based and international researchers and funders ○ UK Government ○ Civil society organisations ○ Multilateral organisations
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ROLE REQUIREMENTS

[Desirable Criteria can be identified in italic font.]

Qualifications	N/A
Working Relationships	Works and communicates effectively • Is proactive in developing and maintaining effective working relationships with others internally and externally • Adopts a communication style appropriate to the situation and the audience, understanding that communication is two-way • Has experience of working effectively with people at a senior level, such as Senior Management Teams or Trustees • Is sensitive to different working styles and views, adapting where appropriate

	• Is willing and able to compromise and negotiate, including to resolve possible conflicts • Handles difficult situations with sensitivity & respect • Communicates effectively with staff across departments and with Fellows and funded researchers • Promotes a positive impression of the Academy both internally and externally • Is able to work sensitively across cultural contexts and develop international relationships which are based on principles of mutual respect and equitable partnerships
Knowledge and Skills	Demonstrates and develops appropriate knowledge and skills • Exceptional knowledge of the international policy and research policy landscape, with a deep knowledge of national and international bodies, organisations and interrelationships between the two • Excellent knowledge and understanding of the UK's Higher Education and Research environment and the key challenges it faces, with a particular focus on the international research policy environment • In-depth and detailed understanding of international policymaking processes and foreign policy approaches and ways of working, with particular attention to the norms of international diplomacy and international relations • Significant experience working with international policy bodies across major international NGOs, policy research think tanks, international governments and multilateral bodies, foreign research funders at national, regional and international levels • Excellent knowledge of policy research methodologies and approaches, including demonstrated experience in developing, leading and delivering major policy programmes • Exceptional written and oral communication skills, including working and translating across disciplines and policy audiences • Is receptive to new ideas and change, adapting own ways of working as appropriate • Experience of influencing and building relationships with key internal and external stakeholders at all levels and across an organisation • Makes suggestions for improving the way things are done • Is aware of own strengths and weaknesses, and prepared to admit own mistakes • Seeks and uses opportunities to learn and develop, and is quick in picking up new tasks • Shares knowledge and skills with others
Proactivity and Planning	Manages own time and resources effectively and that of the Global Strategy, Policy & Engagement Team in order to achieve own, team and directorate objectives • Prioritises tasks to meet deadlines • Displays resilience in coping with workload

	• Keeps relevant colleagues informed and seeks input • Evaluates and manages risks effectively • Takes ownership of tasks, including delegating upwards and downwards effectively, where appropriate • Monitors progress effectively and adapts plans where possible
Problem solving and decision making	Ensures good decisions are made through a rational and methodical approach • Ability to multi-task and prioritise competing tasks to meet deadlines · Identifies problems and opportunities and acts on them, referring to the appropriate level where necessary • Has a pro-active, can do, attitude, taking personal responsibility for correcting problems or resolving issues • Focuses on solutions and manages competing pressures • Anticipates obstacles and thinks ahead • Copes with the unexpected • Handles difficult situations calmly, with sensitivity and respect
Leadership	Gives a clear sense of direction while inspiring others with vision and actions • Skilled at providing appropriate challenge, support and development to direct reports • Able to operate at a strategic level as well as being hands-on in delivery • Ability to delegate tasks and provide an appropriate level of oversight and support to team members • Can think outside direct area of expertise and ownership to contribute to the wider strategic aims of the Team and Directorate
Other Requirements	• Overseas travel may be required from time to time • Evening work may be required if work involves partners overseas in different time zones • Commitment to high quality service and efficiency in all aspects of the organisation's operations • Evidenced commitment to equality and diversity • Willing to travel on British Academy business • Able to be flexible about working hours on occasion • Personal commitment to the values, vision and objectives of the organisation

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**