

JOB DESCRIPTION

Job Title: Policy Coordinator

Responsible to: Student Voice Manager

Responsible for: Student Representative Volunteers and a small student staff team

Summary of Post: To support the Guild of Students to become an expert in the student experience at Birmingham. Working within the Student Voice team, develop evidence-based policy and support Officers to champion the student voice to the University, making impactful changes that are grounded in meaningful research. To develop expertise particularly on the lives of Postgraduate, International and hard to reach students.

DUTIES & RESPONSIBILITIES:

1. To work with the Student Voice Manager to develop and enact research-based policy across the Guild and to support the Guild to become the expert in the lives of Postgraduate, International and other hard to reach students at Birmingham.
2. To provide insight-led policy advice and briefings to Officers on issues related to the student experience, with particular emphasis on the experience of postgraduate and international students
3. To proactively investigate issues, formulate research plans and deliver clear and concise briefings in an engaging way to inform officers and staff on postgraduate and international issues, shaping the Guild's policy, work and campaigns in this area
4. To undertake research (primary and secondary) to ensure that the policy and campaigns work of the Guild is grounded in evidence.
5. To support Guild Officers and student representatives to play a meaningful role in the development of policy and practice across the Guild and the University, working with them to empower evidence-led delivery of their objectives and priorities for the year ahead.
6. To work with the Student Voice Manager, relevant staff and Officers to support the delivery of high impact campaigns that create positive change for Birmingham students, particularly postgraduate and international students
7. To develop and maintain effective research databases and debriefing structures, to ensure that long-term impact work can be measured and knowledge is available to the organisation
8. To ensure that evaluation and continuous improvement are embedded into the Guild's policy, research and campaigns work, developing systems that demonstrate our impact in making positive changes to the lives of Birmingham students.

9. To keep up to date with local, national and international developments Higher Education policy and to proactively provide advice to Officers and staff on issues being considered by the University and other stakeholders.
10. To develop effective relationships with relevant University colleagues, and local and national educational, campaigning and representational organisations.
11. To share knowledge and expertise about the student experience with the wider Guild team, to improve our engagement with Postgraduate and International students.
12. To be responsible for the administration of Guild committees when required, including preparation of agendas, attendance at meetings, drafting of minutes and actions arising, and support of volunteer committee members
13. To assist with the election of officers of the Guild of Students.
14. To undertake appropriate training and personal development as required for the role
15. To identify improvements and recommend these to the Student Voice Manager for consideration.
16. To adhere to all relevant Guild policy with particular reference to staffing, health and safety, environmental, and any relevant Guild Policy where it may impact upon your role
17. To participate as a member of Student Voice, Engagement directorate and Guild team
18. To support the work of the Student Voice team, where necessary, in the event of sickness, holiday or other exceptional circumstances
19. To portray a positive image of the Guild both internally and externally, and set high standards of personal integrity and professionalism, leading by personal example.
20. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

Person Specification: Policy Coordinator

You must be able to demonstrate in your application that you have;		Essential	Desirable
QUALIFICATIONS			
1	Good general education, to A-Level standard, including Maths and English at least to GCSE grade C or equivalent	✓	
2	Educated to degree level or equivalent educational experience		✓
3	Relevant experience of working within the area of policy or campaigns		✓
KNOWLEDGE AND EXPERIENCE			
4	Knowledge of further and higher education and the issues affecting students today, in particular those affecting Postgraduate & International students	✓	
5	Experience in writing and developing policy	✓	
6	Experience of working within a policy, campaigning or representation-related role	✓	
7	Experience of providing briefings for a variety of internal and external stakeholders	✓	
8	Experience of using evidence or research to drive change or develop campaigns	✓	
9	Experience of developing, implementing and reviewing systems	✓	
10	Working with and/or supporting volunteers or elected officers to thrive in their role		✓
SKILLS AND ABILITIES			
11	Ability to undertake primary and secondary research	✓	
12	Proficient IT skills and computer literacy, including programmes / tools for data analysis (e.g. Microsoft Excel, Access)	✓	
13	Ability to present information clearly and concisely in writing or verbally	✓	
12	Ability to establish strong working relationships with a wide range of people and stakeholders, both internally and externally	✓	
14	Ability to communicate calmly and effectively to others	✓	
15	Proficient in identifying solutions to problems	✓	
16	Ability to think creatively and proactively when overcoming hurdles and problems	✓	
17	Ability to work in a democratic, student-led environment with the ability to empower and build constructive relationships with elected leaders	✓	
18	Ability to recruit, support, advise and empower others		✓
19	Project management and / or advanced research skills		✓
PERSONAL QUALITIES			
20	Understanding of and a commitment to Equality of Opportunity	✓	
21	Team focussed	✓	
22	Self-motivated	✓	
23	Flexible	✓	
24	Customer focus	✓	
25	Committed to continuously improving service delivery	✓	
26	Persistent & able to persuade others to meet your deadlines	✓	
25	Attention to detail	✓	