

## **Strategic Insight and Support Officer, Universities UK International**

### **Job Summary:**

Universities UK International (UUKi) represents the interests of all UK higher education institutions internationally and promotes UK higher education overseas. We carry out research, analysis and policy development on international higher education and provide advice and guidance to members.

This role supports the Strategic Insight and Support Manager as we seek to enhance our work supporting member organisations in developing and delivering on their international strategies. By engaging effectively with our key audiences, we will be best placed to respond to support our members to develop and deliver strong international strategies through identifying new strategic challenges and emerging trends.

The Strategic Insight and Support Officer will be a team player who works well with colleagues at all levels. They will be highly organised with a passion for quantitative and qualitative data analysis as well as clear communication skills to highlight key messages. They will be accustomed to delivering multiple pieces of work to deadlines and will understand what makes projects work within the underlying policy environment. They should have a demonstrable interest in international and/or higher education policy.

### **Main responsibilities**

1. Oversee and contribute to the delivery of a small suite of analytical reports (these might typically include publications such as *International Facts and Figures* and other UUKi publications that address its strategic priorities, such as *Why aren't we second?* and *Scale of TNE*).
2. Prepare data analysis, briefing papers and presentations for senior staff and stakeholders.
3. Coordinate a small number of projects which support capacity-building or resilience and that support member priorities and concerns. These activities will differ according to funding availability and member priorities.
4. Support the Strategic Insight and Support Manager to develop UUKi's engagement with its Pro-Vice-Chancellor (International) network, including horizon-scanning for new insights.
5. Support the Strategic Insight and Support Manager as provide the secretariat for the PVCi Network, UUKi's Strategic Advisory Board, Funders and Managers Group and for programme and project meetings as needed.
6. Develop relationships with organisations that can support insight to our PVCi network

7. Represent UUKi at internal and external meetings and deliver presentations where requested.
8. Write engaging copy for UUKi's communication platforms, including website and newsletter content, and work with UUKi's External Affairs team to ensure that work is effectively communicated to stakeholders through the appropriate media.
9. Undertake such other duties that may be required from time to time by the Strategic Insight and Support Manager and the Assistant Director, Partnerships and Strategic Insight, related to the responsibilities listed above.

## UUK Values and Behaviours



This job description will be reviewed and amended in the light of changing professional demands. A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post.

**POST:** Strategic Insight and Support Officer (full-time)  
**GRADE:** Operational 1 (£30,572 - £33,969)  
**DIRECTORATE:** Universities UK International  
**Responsible to:** Strategic Insight and Support Manager

	<b>Description</b>	<b>Assessment</b>
<b>Qualifications</b>	<p><b>Essential</b></p> <p>1) A degree or equivalent level qualification</p>	Application
<b>Work experience</b>	<p><b>Essential</b></p> <p>2) Demonstrable experience of programme or project management or project coordination</p> <p><b>Desirable</b></p> <p>3) Experience of working within the higher education sector or in an organisation with international operations</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p>
<b>Knowledge</b>	<p><b>Desirable</b></p> <p>4) An understanding of key policy areas and priorities relating to international higher education</p>	Application & interview
<b>Skills</b>	<p><b>Essential</b></p> <p>5) Demonstrable ability to understand and analyse data sets and identify key findings</p> <p>6) Demonstrable ability to present complex information in a comprehensive, clear and concise manner, distinguish key issues and identify key messages</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p>

	7) Demonstrable experience of working across multiple projects to prioritise activity and to meet competing deadlines	
<b>Competencies</b>	<p><b>Essential</b></p> <p>8) Ability to work effectively with colleagues from different parts of an organisation to deliver project objectives</p> <p>9) Ability to respond flexibly to new developments and to manage priorities accordingly</p>	<p>Application &amp; interview</p> <p>Application &amp; interview</p>
<b>Other</b>	<p><b>Essential</b></p> <p>10) This post will require travel, including overnight stays</p> <p>11) Understanding of, and commitment to, equality and diversity as set out in UUK's equality and diversity policy.</p>	<p>Application</p> <p>Application</p>