

## **Policy officer (intern)**

**Reports to:** Executive Director

**Contract:** Temporary (6 months at 0.5FTE or 3 months at 1FTE)

**Hours:** Part time (2.5 days per week, Monday to Friday, with some evening work and travel required)  
There is also the option of full-time for 3 months if preferred.

**Salary:** £24,775 pro rata

**Location:** Initial 3 months at the offices of the Campaign for Science and Engineering (CaSE) in Central London, second 3 months home-based (or other location, to be agreed) with regular team meetings in London

**Start date:** 7 September, 2015

### **Purpose:**

- The first 3 months of the contract will be spent working with the Campaign for Science and Engineering (CaSE) working on a jointly-supervised project for the two organisations and learning about its work and the process of government policy-making and influencing this.
- The second 3 months will be spent:
  - Supporting the events, policy activities and membership projects of the Engineering Professors' Council
  - Assisting the Executive Director in the project work of the Council and learning about its governance procedures

### **Objectives will encompass:**

- Successful delivery of the joint report for the EPC and CaSE
- Supporting CaSE in its work during the Government spending review period, including political monitoring, briefing, and maximising the impact of CaSE's work through its website, blog and twitter.
- To monitor the landscape to ensure the EPC remains well-informed about relevant policy developments nationally and internationally and ensure its membership is well briefed (via website, social media and newsletters)
- Provision of secretariat support to EPC sub committees and working groups, as agreed
- To draft and agree responses to national consultations for EPC, as necessary, by consulting with members
- To represent the EPC at relevant policy events and meetings, as required
- To provide administrative support as necessary
- At the end of the 6 month period, to prepare individual recommendations for future work for both the EPC and CaSE, as agreed

### **Person Specification**

- Demonstrable understanding and interest in the broad policy environment, higher education, science and engineering policy an advantage
- The ability to network effectively with a wide range of organisations and people and relate to and work with a member- led organisation

- Excellent standard of spoken and written English, articulate and highly numerate
- Ability to interrogate and analyse diverse data sources
- Proactive and organised, capacity to work on own initiative
- Able to gather and assess evidence to support policy statements and advocate them
- Are comfortable dealing with representatives of high office and will be a good ambassador for CaSE and EPC when engaging with members and collaborators through their personable style, courtesy and professionalism
- Thrive in a fast-paced environment, work well under pressure, to deadlines, and as part of a small team
- Commitment to personal development
- Able to work in the UK

**Skills and qualifications:**

- Degree or equivalent, engineering or science an advantage
- Excellent IT skills including sound knowledge of Microsoft Office. Able to use web content management systems (Wordpress an advantage)
- Knowledge of relevant data sources an advantage