# APPLICATION PACK

## POLICY ADVICE OFFICER

Thank you for requesting an application pack for the position of **Policy Advice Officer** at the Royal Society of Edinburgh.

**Application Pack:**

* **A Job Description including key responsibilities, competencies, skills & experience needed to do the job, salary & hours**
* **An Application Form**
* **Information about the Royal Society of Edinburgh**
* **An Equal Opportunities Monitoring Form**
* **A note summarising RSE non-pay benefits**

**Job Application Form**

Please complete the job application form as fully as possible demonstrating how you meet the competencies and skills required for the post and the relevant experience you bring to the role. If you need additional space for any section, continue a separate A4 sheet. If you have any questions about filling in the form, do not hesitate to contact me.

**Diversity**

Completion of the Equal Opportunities Monitoring Form is optional.

**How to apply**

Download the application pack from our website. Your completed application and your Equal Opportunities Monitoring Form should be returned to the RSE HR Office **by Friday 05 July 2019 by 5 pm** **to** [vacancies@theRSE.org.uk](mailto:vacancies@theRSE.org.uk)

For an informal chat or if you have any questions about the role, please contact William Hardie on 0131 240 5031

For any queries regarding the recruitment process, please contact the HR Team at vacancies@therse.org.uk

**Interviews**

If you are invited for interview, this will take place at the Royal Society of Edinburgh building, 22 George Street, Edinburgh EH2 2PQ, on a date and at a time to be confirmed.

**Eligibility**

In accordance with the Immigration, Asylum and Nationality Act 2006 The RSE, as an employer, has a legal responsibility to prevent illegal working and therefore must check that all employees are entitled to work in the United Kingdom. To do so we require to see original documents evidencing right to work in the UK before commencement of employment and this will be carried out at the interview stage. Details will be provided to candidates invited for interview.

**Feedback on your application**

Please note that feedback will only be provided to candidates after interview.

Finally, I would like to thank you for your interest in the Royal Society of Edinburgh.

Yours faithfully,

Ms Christel Baudère

Senior HR Advisor

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | **Policy Advice Officer** | | |
| **Grade**  **Salary**  **Hours** | 2  £27,000  35 hours per week, Monday to Friday 9.00am – 5.00pm  Occasional work out-with these core hours may be required  Permanent | | |
| **Starting Date** | As soon as possible | | |
| **Role** | To support the RSE’s policy advice activities to inform and influence public policy | | |
| **Key responsibilities** | * Support the delivery of policy advice activity, including policy responses * Provide secretariat support for education policy work * Support European and constitutional affairs work * Contribute to horizon scanning and the gathering of impact evidence * Support the development and maintenance of relationships with decision makers and policy influencers | | |
| **Key Competencies /Skills** | **ESSENTIAL**   * Excellent communication skills both written and oral * Able to produce clear and concise policy advice type papers / reports * An understanding of the working of the Scottish and UK governments and parliaments * Able to work across different topics and areas * Able to work using own initiative and as part of a small team | **DESIRABLE**   * An understanding of the education policy landscape in Scotland * Prior experience of working with committees / advisory groups * Event organising experience | |
| **Key IT Skills** | **Word** | | **Excel** |
| Intermediate | | Intermediate |
| Outlook | | PowerPoint |
| Intermediate | | Intermediate |
| Integra Database | | Others |
| General Procedures Misc. Procedures  Role Specific Procedures | | Website Content  Rendezvous Booking Database  Integra Database |
| **Staff Management responsibilities** | The post has no staff management responsibilities | | |
| **Responsible to** | Policy Manager | | |
| **Customer Groups** | **External**: Civil servants, Members of Parliament, representatives from the education, business, media, public and third sectors  **Internal**: All RSE staff & Fellows | | |

**Policy Advice Officer - job specification**

**Specific duties**

1. **Support the delivery of policy advice activity**

* Coordinate and support policy working groups, harnessing the expertise of Fellows and Young Academy members to prepare proactive and reactive policy responses to government and parliamentary committees on a wide range of contemporary public policy issues
* Identify relevant expertise to inform policy advice work
* Draft policy responses and briefing papers on a wide range of public policy issues
* Liaise with the Policy Advice Manager and senior RSE staff and office bearers in signing off policy outputs
* Disseminate policy outputs to relevant stakeholders
* Develop and maintain relationships with decision makers and influencers including civil servants, parliamentarians and parliamentary clerks
* Undertake desk-based research and data collection
* Organise roundtable meetings, bringing together a range of perspectives to discuss contemporary policy topics
* Use the RSE CRM system properly, efficiently and effectively to support the work of the Policy Advice Team and other RSE colleagues

1. **Provide secretariat support for education policy work**

* Provide secretariat support to the RSE Education Committee and the Learned Societies’ Group on Scottish STEM Education
* Produce agendas, minutes and meeting papers in liaison with the Policy Advice Manager and Committee Chairs
* Prepare education policy responses and briefings to Scottish Government and Scottish Parliament, among others
* Organise roundtable meetings, bringing together a range of perspectives to discuss contemporary education topics
* Develop and maintain relationships with education policy decision makers and influencers including civil servants, parliamentarians and parliamentary clerks as well as representatives of the wider education policy community

1. **Support European and constitutional affairs work**

* Support Brexit-related policy activity, including working groups focussing on migration, intergovernmental relations and constitutional affairs, research, public finance and the economy, and the environment
* Prepare policy responses and briefings and organise meetings and policy events as an when required

1. **Support the development and maintenance of relationships with decision makers and policy influencers**

* Support the implementation of the RSE’s policy engagement strategy
* Develop links and relationships with Parliamentarians at Holyrood and Westminster, including representing RSE at parliamentary events, cross party group meetings and political party conferences
* Engage with civil servants and parliamentary clerks at both Holyrood and Westminster
* Build relationships with other policy influencers and where appropriate, undertake collaborative and partnership activity to bring added value

1. **Contribute to horizon scanning and the gathering of impact evidence**

* Contribute to the Policy Advice Team’s approach to identifying potential issues and topics for RSE policy activity
* Gather and record evidence of policy activities’ influence on policy making in support of RSE’s impact and evaluation objectives

1. **Corporate expectations**

* Apply RSE’s key behaviours and skills (See “Our Expectations” enclosed)
* Adhere to the RSE vision, mission and values
* Ensure all processes comply with data protection legislation and are in accordance with RSE record management policy and processes
* Observe all health and safety requirements
* Work within and promote policies in relation to the RSE Diversity Policy
* To undertake other reasonable tasks as required by RSE



**About the RSE**

The Royal Society of Edinburgh, Scotland’s National Academy, is an educational charity that provides public benefit throughout Scotland through a diverse range of activity including awarding research funding, informing public policy and delivering events across Scotland to inspire knowledge and learning.

The RSE’s mission, set out in its Royal Charter of 1783, is **“the advancement of learning and useful knowledge”.** Its contemporary purpose remains the same – the deployment of knowledge for public good: knowledge that contributes to the social and economic well-being of Scotland and its people and the nation’s wider contribution to the global community.

The RSE draws upon a body of elected fellows who are leaders and experts in their fields. The breadth of expertise and experience within the Fellowship ranges from life sciences, physical sciences and technology, to arts, humanities, social science, business, public service and civil society. The multidisciplinary breadth of the RSE – reaching well beyond the academic world – is a distinctive strength and unique within UK national academies.

Our staff group, is responsible for executing our programmes of activities and ensuring due governance is followed.

**Our Strategic Framework**

Published in 2016, our [Strategic Framework 2016-2021](file:///N:\communications\corp_comms\strategic_framework\2016%20-%202021\Strategic%20Framework%2016-21%20Final.pdf) sets out the Royal Society of Edinburgh’s vision and strategic objectives to 2021. It identifies the distinctive impact the RSE aims to make nationally and internationally, and the benefits that a vibrant multidisciplinary national academy can bring to Scotland.

The Framework sets out four strategic objectives to:

* ***Inspire*** and support Scotland’s most promising young talent across the research, business and public sectors, to create value for the economy and society;
* ***Engage*** on key contemporary issues by providing an impartial forum for public debate and discussion;
* ***Provide*** ***expertise*** to ensure that Scotland’s policy makers and influencers have access to the best national, and indeed global expertise;
* ***Promote*** Scotland’s interests and reputation on the global stage.

Alongside these strategic objectives, the Framework identifies four development aims:

* To create an active and more diverse Fellowship;
* To secure increased funding from a diverse range of sources;
* To enhance and widen the RSE’s outreach and impact;
* To redevelop our premises.

In line with the ambitions set out in the Strategic Framework the RSE is embarking on a major programme of change, building on existing strengths, to further enhance the Society’s visibility, reach and impact.

***APPLICATION FORM***

Please provide the information requested below outlining your experience and skills. You should then send your job application form to the RSE HR Office as soon as possible.

**1. Post Applied For: Policy Advice Officer**

**2. Application No:** (for RSE use only)

**3. Your Details:**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **E-mail Address** |  |

**4. Do you need a work permit to take up this post? (please tick)**

Yes  No

**Application Number** (for RSE use only)

**5. Present Post**

**Job Title:**

**Employer’s details:**

**Date of employment (From – To):**

**Reason for leaving (if applicable):**

**Notice period required:**

**Role Purpose / Summary of responsibilities:**

**Application Number** (for RSE use only)

**6. Employment history**

Starting from the most recent first and working down the page. (Please, use a separate sheet if needed).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title** | **Employer** | **Responsibilities** | **Dates from** | **Dates to** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Application Number** (for RSE use only)

**7. Education or relevant courses**

|  |  |  |
| --- | --- | --- |
| **Subject(s)** | **Qualification achieved** | **Date obtained** |
|  |  |  |

**8. Membership of Professional Bodies**

|  |  |  |
| --- | --- | --- |
| **Full name of Organisation** | **Registration Number** | **Date obtained** |
|  |  |  |

**Application Number** (for RSE use only)

**9. Statement of Application**

Please demonstrate how you meet the competencies and skills required for the post and the relevant experience you bring to the role with reference to the key responsibilities set out in the job description. You may also wish to provide other information that may be relevant to your application such as your reasons for applying for this position, major achievements to date, personal qualities, interests or other skills and attributes (Use a separate sheet if needed).

**Application Number** (for RSE use only)

1. **References**: Please give the names of two referees who can provide references on your suitability for the post, and who you are content the RSE approaches if required (do not enclose references with this application).

**Note that references will only be taken up for successful candidates following the interview.**

**I am content that the RSE approaches the referees below**

**(Please tick the box accordingly)**

**REFEREE 1**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **E-mail Address** |  |

**REFEREE 2**

|  |  |
| --- | --- |
| **Title** |  |
| **Forename** |  |
| **Surname** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Mobile Number** |  |
| **E-mail Address** |  |

**Application Number (RSE use only):**

**11. Where did you see the advertisement for this post (please tick accordingly)?**

|  |  |
| --- | --- |
| **Good Moves / Third Force News website** |  |
| **RSE Website** |  |
| **Indeed** |  |
| **LinkedIn** |  |
| **Twitter** |  |
| **WOM** |  |
| **Other** |  |

**Data Protection**

The Data Protection legislation regulates the use of personal data (“information”) about an individual and requires the RSE to receive your consent to use the information you give in this form and in any attachments to it, to assess your suitability for the post you have applied for. By signing this application form, you will be consenting to the RSE processing information for this purpose.

If you are unsuccessful, this form will only be kept in the RSE files for 3 months and will only be viewed by staff involved in the recruitment process. If you are successful, this form will be kept for the length of your employment with the RSE.

**Date:**

**Name:**

**Signature:**

**POLICY ON CRIMINAL RECORD DISCLOSURE**

In line with its overall recruitment policy, the RSE seeks criminal record information before making an offer of employment to a successful job applicant. The note below describes the process that will be followed and what happens to any information received. Please read it carefully.

The post for which you have applied requires the applicant who is successful at the interview stage to complete a personal disclosure of any unspent convictions, details of any cautions, reprimands and final warnings administered, and details of any charged offences. There will, also, be open and measured discussion about disclosure information at the interview stage. If an applicant fails to disclose relevant information at interview, it may lead to the withdrawal of an offer of employment, orfollowing appointment, disciplinary action being taken, which may include the termination of employment.

If an interview, or subsequent personal disclosure, provide information about a conviction, cautions, reprimands, final warnings administered and charged offences, RSE will assess the relevance of the information by considering:

* The seriousness of the offence and whether it is relevant to the protection and safety of RSE staff, others and RSE property.
* The length of time since the offence took place
* Whether there is a pattern of offending behaviour
* Whether an individual’s circumstances have changed since the offending took place, making re-offending less likely.
* Relevant information offered by an individual about the circumstances which led to the offence being committed
* The country in which the offence was committed; some activities are offences in Scotland and not in England and Wales, and vice versa.
* If the offence has since been decriminalised by Parliament.
* The degree of remorse, or otherwise, expressed by an individual and their motivation to change.

Personal disclosure information provided will only be used for recruitment purposes and will only be shared with those authorised to see it during their duties. No image or photocopy of the information will be made. The Personnel Office will keep all information disclosed in a secure and confidential file for 6 months after the start of employment.

**RSE EQUAL OPPORTUNITIES MONITORING FORM**

As an equal opportunity employer, the RSE welcomes applications from all suitably qualified people and aims to employ a diverse workforce. To help us meet that aim we would be grateful if you could complete this form and return it to us. The form is completed on an anonymous basis, will not be used in the short-listing process for the post, and cannot be reconciled with your application.

The information you provide may, however, be stored on a computer system for the purposes of personnel administration and statistical analysis. It will be treated as strictly confidential and only be used for Equal Opportunities purposes.

|  |  |
| --- | --- |
| **Post Applied for** | **Policy Advice Officer** |

|  |  |
| --- | --- |
| **Where did you see this vacancy advertised?** |  |

|  |  |
| --- | --- |
| **What is your age? (Please tick the appropriate box)** | |
| **17-25** |  |
| **26-44** |  |
| **45-64** |  |
| **65+** |  |
| **Prefer not to say** |  |

|  |  |
| --- | --- |
| **What is your gender? (Please tick the appropriate box)** | |
| **Female** |  |
| **Male** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ethnic / Racial Origin**  Please indicate how you would describe your ethnic / racial origin from the selection below. (Ethnic origin is not about nationality, place of birth or citizenship, but about colour and broad ethnic group). | | | | | | | | |
| **White** | **Black African** | **Black Caribbean** | **Black Other** | **Indian** | **Pakistani** | **Bangladeshi** | **Chinese** | **Other** |
|  |  |  |  |  |  |  |  |  |

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| --- | --- |
| 1. **The Equality Act 2010 defines disability as a “*physical or mental impairment which has a substantial and adverse effect on a person’s ability to carry out normal day to day activities*”**   **Do you consider yourself to have a disability?** | |
| **Yes** |  |
| **No** |  |

Thank you for your co-operation in completing the form



**In addition to the basic salary paid, the RSE offers staff a generous package of rewards. The package includes:**

|  |  |
| --- | --- |
| **Salary** | * Subject to what we can afford, you may receive an annual pay award to maintain the real terms value of your pay. There is also discretionary scope for additional consolidated or non-consolidated pay awards |
| **Contributory Pension Scheme** | * You can join the RSE AVIVA Group Pension Plan. You contribute 3%. On your behalf, we pay a further contribution of 6% of your annual salary. Further information about the scheme is available here <http://www.aviva.co.uk> * There is scope for you to pay a higher employee contribution. If you decide to do so, the RSE will pay double the employee contribution rate up to a maximum employer contribution limit of 12%. * AVIVA may accept transfers from other schemes so please check with them prior to applying for a transfer. |
| **Annual leave** | **All employees employed after 1 August 2018** receive the following annual allowances (pro-rata for part time staff):   * 25 days up until completion of 3 years employment * 27 days following completion of 3 years employment **(+ 2 days)** * 30 days following completion of 5 years employment **(+ 3 days)** |
| **Public Holidays** | * You get 9 days public holiday (pro-rata for part time staff). This is built into your total holiday allowance (annual leave + public holidays) each year |
| **Sick Absence** | * You receive sick absence pay once you have satisfactorily completed your probation period. The period of paid absence increases progressively according to your length of service and reaches, after 4 years of service, full pay for 26 weeks absence and half pay for a further 26 weeks absence |
| **Family Leave** | * We recognise and fully comply with your legal rights in relation to paid (Adoption, Maternity & Paternity leave, Shared Parental Leave) and unpaid time off, and flexible working. Where your contracted salary is greater than the statutory minimum for paid time off, during, or for part of the absence, you will be paid your contracted salary. In addition to these legal rights, you can also, depending on the circumstances, receive paid “Family Responsibility Leave” to cover unforeseen family circumstances. |
| **Performance Management** | * We care about your performance and development and assess, manage and support it through our performance review system. |
| **Flexibility with medical appointments** | * We are flexible in how we deal with dental and medical appointments. We expect these to be arranged out-with your normal hours of work, but we recognise that for many reasons this might not always be possible. Where that is the case we exercise discretion and provide reasonable time off during your normal working hours to attend your appointment. |
| **Healthy Working Lives** | * We are part of the Healthy Working Lives Award Programme. We obtained our Bronze Award in 2005 and have obtained our Silver Award in July 2011 and since then maintained both Awards. A group of staff volunteers organise events focussing on health promotion, occupational health and safety, health and the environment, raising awareness about mental health and well-being and we are working towards the Gold Award. * Types of Events: RSE Wellness Day - Health Checks for staff (diabetes, cholesterol, BMI, Blood Pressure), Big & Healthy breakfast, Running Club at lunchtime (Jog Scotland), Pedometer Competitions, Walking group, Lunchtime Yoga classes, social cycle rides at the weekend, training on First Aid for baby and child for all new parents, event of information on Nutrition, Cancer, Salt Intake, Legal Highs, etc. |
| **Support with VDU** | * As part of the Health and Safety at Work legislation, employers are required to designate which staff members are classed as regular users of computers. We have designated that all staff fall into this category. * Employers also have an obligation to provide eye tests, or a facility, which will allow staff to have their eyes tested so that their ability to see the screen properly can be assessed. We are committed to complying with this obligation by paying for eye tests related to computer usage only. * Additionally, if a member of staff requires glasses **for computer use only**, we will contribute to the cost for an amount of up £45 * We organise online DSE checks for all staff and monitor these as part of our wellbeing programme |
| **Occupational Health** | * To help support the health & well-being of staff in the workplace, we are registered with the Lothian Health Occupational Health & Safety (LHOHS), which is an arm of NHS Lothian’s Primary and Community Care Division * LHOHS provides a range of occupational health services if they are needed. These services include guidance and advice on legal; requirements, support and advice on health-related issues, promotion of health in the workplace, and counselling. * The service is available to all staff, individually and collectively. Anyone wishing to draw on it should speak to the HR Office, which has the contact details and can advise on appropriate courses of action (Physiotherapy, Counselling, helping with Mental Health issues, etc…) |
| **Learning & Development** | * We support your learning and development and have a budget dedicated to these activities as well as an annual Learning & Development programme. You can also apply for up to a 50% contribution towards the costs of maintaining or achieving a professional membership or qualification. |
| **Travel Loans** | * You can apply for an interest free loan to cover the cost of a public transport season ticket. |
| **Overtime** | * You will get time off in lieu (TOIL) to compensate for overtime worked out-with normal hours at our request, which is not already compensated through your annual leave entitlement. |
| **Give as you earn** | * We are committed to supporting you should you wish to donate to charities directly from your monthly salary. The Direct Donation allows you to personally nominate your own favourite charity or charities to benefit from regular donations straight from your pay. Giving through your pay is tax free and flexible. You can make donations to any charitable or voluntary organisation in the UK. This can include places of worship, schools, scout groups and many other organisations. We pay the administration fee to the scheme and all your donation will therefore go to your nominated charity. |
| **Staff Away Day** | * We arrange and pay for a staff away day each year. The purpose of this is to give you an enjoyable, informal day away from your normal work-place, where you can get to know your colleagues better. |