

RSE 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.

The Application Pack contains:

- ◆ **A Job Description including key responsibilities, competencies, skills & experience needed to do the job, salary & hours, a person specification and the RSE expectations of Key Behaviours & skills**
- ◆ **Information about the Royal Society of Edinburgh**
- ◆ **Policy on criminal record disclosure**
- ◆ **A note summarising RSE non-pay benefits**

Closing Date for application

The closing date is 5.00pm on Tuesday 22 June 2021

To apply for the role

Complete the RSE 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 and return it to vacancies@therse.org.uk

Diversity

Completion of the Equal Opportunities Monitoring Form is optional. You should return this form to vacancies@therse.org.uk

Interviews

If you are invited for interview, due to the current situation of COVID 19, this will take place online possibly using ZOOM 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.

Feedback on your application

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

Job contact

- For an informal discussion about the role, please contact William Hardie, Policy Advice Manager by email whardie@therse.org.uk

Recruitment team

- For any queries about the recruitment process and to apply for the role please contact our HR department by email vacancies@therse.org.uk

Job Title	POLICY ADVICE OFFICER	
Grade Salary Hours	2 £27,000 starting salary for this post 35 hours per week, Monday to Friday 9.00am – 5.00pm Occasional work out-with these core hours may be required. Working remotely due to COVID19 in a first instance Permanent	
Starting Date	As soon as possible	
End Date		
Role	To support the delivery of the RSE's policy advice activities	
Key responsibilities	<ul style="list-style-type: none"> Support the delivery and communication of wide-ranging policy advice activity, including preparing policy positions and responses. Provide secretariat support to RSE policy committees, including the Economy and Enterprise Committee. Provide secretariat support to the Cross Party Group on Science and Technology. Support the development and maintenance of relationships with decision makers and policy influencers. 	
Key Competencies /Skills	ESSENTIAL <ul style="list-style-type: none"> Proactive, with the ability to work using own initiative and as part of a small team. Excellent communication skills both written and oral, including the ability to communicate complex message to diverse audiences. Able to produce clear and concise policy advice type papers / reports. Able to work across different topics and areas. An understanding of the working of the Scottish and UK governments and parliaments 	DESIRABLE <ul style="list-style-type: none"> Prior experience of working with committees / advisory groups Event organising experience Educated to degree level or equivalent AND/OR relevant experience in a related sector
Key IT Skills	Word	Excel
	Advanced	Intermediate
	Outlook	PowerPoint
	Intermediate	Intermediate
	CIVI CRM Database	Others
		Word Press Website Content management Project Management software
Staff Management Responsibilities	The post has no management responsibilities	
Responsible to	Policy Advice Manager	
Key Customer Groups	External: Civil servants, members of parliament and parliamentary staff, policy and public affairs staff at other national academies and learned societies, and representatives from across the academic, business, media, public and third sectors. Internal: All RSE Staff & Fellows	

Job Specification

Support the delivery and communication of wide-ranging policy advice activity, including preparing policy positions and responses.

- 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.
- Draft policy responses and briefing papers on a wide range of public policy issues.
- Organise roundtable meetings, bringing together a range of perspectives to discuss contemporary policy topics.
- Identify relevant expertise to inform policy advice work, taking account of equality, diversity and inclusivity considerations.
- Communicate policy outputs to a range of decision making and policy influencing stakeholders, working with other RSE staff, including communications' colleagues, as appropriate.
- Contribute to policy team horizon scanning activity to identifying potential issues and topics for RSE policy activity.
- Use the RSE CRM system properly, efficiently and effectively to support the work of the Policy Advice Team and other RSE colleagues.
- Undertake desk-based research and data collection.

Provide secretariat support to RSE policy committees, including the Economy and Enterprise Committee.

- Provide secretariat support to the RSE Economy and Enterprise Committee and other community of interest groupings, as required.
- Produce agendas and meeting papers in liaison with policy team colleagues and committee chairs.
- Organise thematic roundtable meetings, bringing together a range of perspectives to discuss contemporary policy topics.
- Develop and maintain relationships with policy decision makers and influencers including civil servants, parliamentarians and parliamentary clerks.

Provide secretariat support to the Cross Party Group on Science and Technology.

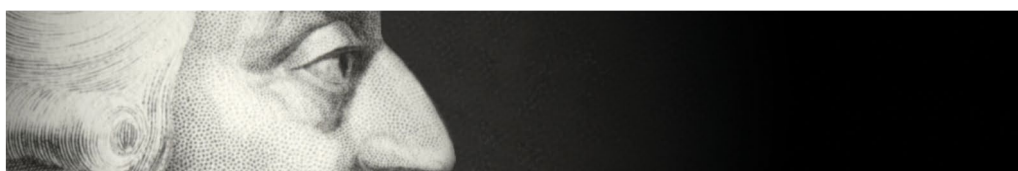
- Liaise with the Convener to schedule quarterly meetings and to identify themes and speakers.
- Prepare meeting agendas, papers and minutes.
- Develop and maintain relationships with parliamentarians and external members.
- Submit the annual return to parliament corporate body.
- Prepare and circulate regular CPG newsletter.

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

- Build relationships with other policy influencers and, where appropriate, support collaborative and partnership activity to bring added value to RSE influence and impact.
- 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.

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 any training as required by the job description, in line with the business needs or required by your team leader.
- To undertake other reasonable tasks as required by RSE



KEY BEHAVIOURS AND SKILLS OUR EXPECTATIONS

These are the key behaviours and skills we expect of our staff. They are not an exhaustive list of all that is needed to efficiently and effectively do your job, but they are the key ingredients that will enable you to do so and which will help us be a successful organisation.



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](#) 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.

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, or following 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.



*The Royal Society
of Edinburgh*

KNOWLEDGE MADE USEFUL



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

Salary	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<p>All employees employed after 1 August 2018 receive the following annual allowances (pro-rata for part time staff):</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> We care about your performance and development and assess, manage and support it through our performance review system.
Flexibility with medical appointments	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 to £45 We organise online DSE checks for all staff and monitor these as part of our wellbeing programme
Occupational Health	<ul style="list-style-type: none"> These services include guidance 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	<ul style="list-style-type: none"> 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 (frozen during COVID)	<ul style="list-style-type: none"> You can apply for an interest free loan to cover the cost of a public transport season ticket.
Overtime (Frozen during COVID)	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 workplace, where you can get to know your colleagues better. Due to COVID 19, this event has been postponed