

Representation and Policy Manager Job Description

Location	Oxford Based, hybrid (working at home and at our Harwell Campus office)
Salary	£38,000- £45,000 (Depending on experience)
Hours	Full time (37.5) (Flexible Working will be considered)
Contract type	Permanent
Reporting to	Chief Executive Officer

Introduction

UCISA was founded in 1992 and is a registered charity. We are a not-for-profit member led organisation for digital practitioners within education. Via knowledge exchange and sharing, we support continuous improvement of expertise among the UK university and college community underpinning teaching, learning and research transformation through better use of digital technology and information systems.

Overview of the role

One of UCISA's strategic goals is to represent the digital community in the Education Sector authentically and authoritatively.

The Representation Specialist will bring together and mediate between corporate suppliers and UCISA members, representing and managing UCISA's responses to sector issues, such as technological changes and licencing contracts, driving forward the interests of our digital community by harnessing the power of it's collective voice and expanding the breadth and depth of engagement with UCISA.

The post holder must have technical nous, demonstrate a strong command of sector priorities and issues and be able to respond pro-actively and rapidly to emerging issues.

Responsibilities/duties

Working closely with the CEO, the post holder plays a key role in enabling our members to highlight areas of concern and provide platforms for collaboration, developing mutual understanding and co-creation of constructive solutions. The post holder represents the views of our members, enabling mediation and promotion of practices and agreements that represent best value for money and strengthen the purchasing power and voice of our digital community.

This post offers the chance to combine a range of skills and interests.

Principal responsibilities include:

- Develop and implement stakeholder engagement plans with strategic partners
- Represent UCISA members views in discussions with corporate suppliers
- Work in partnership with vendors and our corporate members to deliver meaningful and tangible outputs to the benefit of the professional community and wider institutions
- Create platforms for and encourage collaboration between institutions, corporate members, government and sector bodies to mutual benefit (representation role) and to resolve issues impacting on the sector
- Monitor the matters raised by UCISA's digital community and actively listen to our members' needs

- Provide thought leadership, challenge our members, the wider sector and external organisations where necessary to achieve positive change
- Champion the enhanced profile and visibility of Directors of IT / CIOs within Educational institutions
- To keep abreast of internal and external environmental and political issues impacting our sector
- Provide liaison with sector bodies and peer organisations
- Carry out data, research and feedback to identify common trends and undertake contextual and comparative analyses reporting of these trends to inform working practices and policies
- Provide briefings, debriefs, reports, research and where appropriate attend UCISA groups, committees and other meetings to inform and strengthen sector voices
- Target communications initiatives, including enhancing our social media presence
- Manages and controls resources and skills within agreed parameters of cost, timescales and quality

Internal/Organisational

- To work towards and in line with UCISA's strategic objectives: Passion, Collaboration, Inclusivity and Trustworthiness
- To take advantage of continuous professional development opportunities
- Participate in a regular Staff Development Review
- To participate in UCISA team meetings, away days and team development events
- Ensure the implementation and compliance of UCISA's Health and Safety Policy and supporting procedures in their day-to-day operations.
- Take reasonable care for the health and safety of themselves and of other persons who could be affected by their acts or omissions
- The post holder may be called upon to carry out any other reasonable duties as required of UCISA

Personal Specification

Essential	Desirable
Degree level or equivalent experience	Experience in a similar Higher/Further education sector role
Substantial experience of enabling successful representation, advocacy and/or mediation in a similar role	
The ability to rapidly develop an excellent understanding of role specific knowledge (digital technologies)	Excellent understanding of digital technologies
The ability to command respect at all levels within our digital community, with corporate suppliers and with key stakeholders and partners	Excellent understanding of digital technologies
Good knowledge of higher and further education sector policy, trends and horizon scanning	

Excellent IT skills including Microsoft applications (Word, Excel, PowerPoint and the use of online purchasing tools) are required	
Excellent interpersonal and influencing skills	
Excellent organisational skills and the ability to work effectively under pressure	
Highly responsive, flexible and very able to 'think on your feet'	
High level communication skills, oral and written	
A strong eye for detail	