

Head of Representation & Policy

Job Description

Location	Oxford Based- Hybrid location
Salary	£60,000-£70,000
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 senior corporate suppliers and UCISA members, representing and managing UCISA's responses to service and management issues, such as technological changes and licencing changes, driving forward the interests of our digital community by harnessing the power of its' 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.

The role sits within the Management Team. The post holder will line-manage and support our Representation Manager.

Responsibilities/duties

Working closely with the CEO, the post holder plays a key senior level 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 at senior management level, including CEOs, Heads of Sector Boards, senior Civil Servants
- 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
- Create policy and briefings documents for the sector, external partners and managers within and outside of UCISA, including policy and guidance documents for senior stakeholders
- Create reports, research and, as appropriate, attend and chair UCISA groups, committees and other meetings to inform and strengthen sector voices
- Target communications initiatives, including enhancing our social media presence
- Deputise for the CEO during periods of annual leave and other absences, alongside MANAGEMENT colleagues
- Active Membership of UCISA's Leadership Council
- Manage and control resources and skills within agreed parameters of cost, timescales and quality
- Approve expenditure and budget management of annual budget with MANAGEMENT colleagues
- Liase with the Head of Finance on budgetary matters

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
- Identify and support, in conjunction with other managers, training and developments requirements across UCISA
- Participate in a regular Staff Development Review
- To participate in UCISA team meetings, away days and team development events
- Monitor and manage compliance with UK legislation (e.g. Data Protection, health and safety), and UCISA policies and procedures
- 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	Higher Degree
The ability to rapidly develop an excellent understanding of complex technical and policy issues	Experience of building effective relations (C Suite) at senior official level and influencing decision makers
The ability to command respect at all levels within our digital community, with corporate suppliers and with key stakeholders and partners	Chairing multi-stake holder meetings at a senior level experience (essential) F2F & virtual
Excellent knowledge of higher and further education sector policy, trends and with the ability to monitor trends and horizon scan	
Excellent IT skills including Microsoft applications (Word, Excel, PowerPoint and the use of online purchasing tools) are required	
Excellent interpersonal and influencing skills at a senior level	
Excellent organisational skills and the ability to work effectively under pressure	
Highly responsive, excellence service focused and very able to 'think on your feet'	
Experience of creating and presenting high level documents, briefings and presentations	
A very strong eye for detail	