



Head of Policy and Engagement

Candidate Pack
Summer 2019

Introduction

The National Centre for Universities and Business (NCUB) is seeking to appoint to the new role of Head of Policy and Engagement. NCUB develops, supports and promotes world-class collaboration between universities and business across the UK.

Reporting to the Chief Executive, and working closely with the Board, the appointee will build and lead an effective, evidence-based policy programme to ensure NCUB is at the forefront of emerging policy thinking and to engage and influence Government. Key priorities will include: developing and delivering policy-led programmes of work that are driven and informed by our members and funders; initiating new and innovative models of engagement with members and funders; raising the profile of the organisation; and growing NCUB's influence and visibility in business-university collaboration.

The appointee will be responsible for engaging new and existing members and partners while embedding member insights into NCUB's policy work. This is a key role in the senior management team at NCUB and will have line management responsibilities for the policy and engagement team. Externally this role will play a strong ambassadorial function for the organisation and will contribute to the strategic direction-setting of the organisation.

Candidates will bring significant experience in a senior policy role, ideally relating to universities and/or business, and the skills to identify and utilise a range of evidence sources to inform the policy programme. They will be self-starters, who can demonstrate an ability to influence a wide range of stakeholders, including senior business people, leading academics and key policy-makers. They must understand the dynamic of a membership organisation. The successful candidate will demonstrate well-honed relationship-building and communication skills, as well as a proven track-record of managing people and building and motivating a high-performing team. This is an opportunity to create a prominent role in the world of university-business relations.

The National Centre for Universities and Business (NCUB)

We are a network of universities and businesses committed to enhancing the impact of university business collaboration. As an independent and not-for-profit organisation we work in partnership with Government to improve the conditions for effective university-business collaboration.

We do this through a programme of work to develop collaborative thinking on the big issues in three areas: how businesses large and small can leverage and support the research and innovation capabilities of universities across the UK; improving the recruitment and development of highly skilled and diverse talent; and how collaboration and partnership can support the needs of different places.

Our work is driven and supported by our network that uniquely brings businesses, universities and Government together. Collectively we address key challenges, circulate and celebrate breakthroughs, work together on policy development, and amplify the voice of this partnership to Government.

We have a major programme that harnesses digital technologies to connect smaller companies with university expertise through 'konfer'.

Areas of priority in 2019-20 include:

- **Realising 2.4% - understanding and unlocking business investment in R&D in the UK**

To realise the Government's ambitions around R&D investment in the UK – there is a need to better understand and unlock the factors that influence and shape business decisions to invest and collaborate on research and innovation. Working with key stakeholders, we will investigate business perspectives on collaboration and interactions with universities in the UK in order to provide an evidence base that can suggest recommendations to enable the Government to realise the target for reaching 2.4% investment in R&D by 2027. We will utilise and harness new approaches to unlocking business engagement with universities through new approaches such as konfer, and promote the potential of non-typical forms of R&D and activity taking place in the value chain.

- **Developing future talent – examining and exploring new approaches in talent development**

Against a backdrop of profound changes in the world of work but also the ways of work, new approaches and models in talent development need to be developed. Employers and providers need to work together collaboratively to develop responsive programmes that are fit for the future and enable inclusivity and mobility. As a specific focus for 2019/20, we will work with key stakeholders to bring an employer and partner provider (university) perspective to the future of Degree Apprenticeships to support new and evolving approaches in talent development.

- **Driving productivity and economic growth across the UK**

Excellence in research and development can and should be achieved in all parts of the UK and the benefit it brings in terms of productivity and economic growth should be felt across all communities. Building on our work with the Smart Specialisation Hub and with the devolved administrations through the Growing Value projects, NCUB will build further evidence and intelligence on place-based strategies and their national drivers. We will seek to disseminate insights from different strategies and approaches across the UK.

Role purpose

- To develop and lead a policy and engagement programme that grows NCUB's influence and visibility on business-university collaboration.
- To embed member input into our policy and programmes.
- To ensure NCUB is at the forefront of policy development. To develop strategies to engage new members and partners.
- To support the Board and Chief Executive in delivering strategic objectives.

Key responsibilities

- Lead the development and implementation of a policy programme aligned with NCUB's strategy – specifically policies for Research and Innovation, Place, and Talent & Skills that can position NCUB as thought leaders in business-university collaboration.
- Lead engagement with our membership to promote the policy programme, seek member contributions to policy and maximise the impact of policy on the membership.
- Develop strong working relationships with key stakeholders to help maximise the wider influence of our policy work including on Government policy.
- Identify new opportunities and evidence needed to support an effective policy programme. In particular, the appointee will help build an effective programme of work with Research England.
- Be an ambassador for NCUB at conferences and other events.
- Lead NCUB's efforts to maintain and develop relations with members and potential members.
- Represent the CEO and the organisation at occasional strategy forums.
- To produce high-quality research reports, submissions to Select Committees, consultations and other outputs.
- As a member of the senior management team, to contribute to the strategic direction-setting of the organization.
- Compile reports to the Board on policy matters, and contribute to Board meetings as required.
- Lead the policy and engagement team, creating a culture of excellence and thought-leadership.

- To undertake any other duties commensurate with the role.

Person specification

Qualifications

Essential

- Must be educated to degree level (and ideally to Master's/PhD level).

Knowledge and experience

Essential

- Significant experience in a senior policy and influencing role, preferably relating to universities and/or business.
- Demonstrable political awareness and the ability to gauge potential impact of policy change.
- Demonstrable experience of influencing key stakeholders and senior decision-makers.
- Highly developed relationship building and communications skills.
- Significant experience of managing people and ability to build, develop and motivate a high performing team.

Desirable

- Experience of working in Government or public sector.
- An understanding of BEIS, UKRI and/or the OfS.
- Experience of working for a UK charity.
- A good understanding of university-business collaboration.

Role information

Contract:	Permanent – six-month probationary period.	
Salary:	Head of pay band	
Working pattern:	09:00 – 17:30 Monday - Friday The post-holder will need to work occasional evenings	
Location:	Central London with occasional travel throughout the UK	
Additional benefits:	Pension 5% employer contribution 5% employee contribution Health Insurance Beneden Health Insurance	Holiday 25 days plus 8 standard Bank Holidays

Contact

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