



## JOB DESCRIPTION

	<b>Policy Associate</b>
<b>Location:</b>	The post will work primarily at Oxford SU's main office, but may also involve travel to Oxford's colleges and some remote working.
<b>Working hours:</b>	Casual; between 4 and 8 hours a week.
<b>Contract:</b>	This is a zero hours casual contract which will vary depending on the work required. However, we anticipate the hours averaging at around 4 hours a week. We know that some students may not get permission to work during term time and we will factor this in for the right candidates.
<b>Salary:</b>	Oxford Living Wage (currently £12.49/hr)

### Oxford SU Transformation

In 2024/25 Oxford SU is going through a Transformation. We're reviewing every aspect of what we do, why we do it and how we do it. We're looking for innovative, creative and intellectual staff to support us through this process – people who can think big whilst also making sure that the day-to-day gets done.

Oxford SU is a student-led organisation. You'll be working with exceptional elected leaders and student volunteers across a wide range of projects – balancing your experience and expertise with active student representation and input. We work in a high-support, high-challenge environment – we are a small and relatively flat staff team which means our staff use their initiative and work together as a high performing team.

We are looking for three Policy Associates. Each will have their own specific policy remit looking at one of the following three areas which have been identified as priority areas for the University and Oxford SU. Whilst these will be the long-term policy areas, there will likely be short-term or ad-hoc areas of research and analysis that we'll need help with.

- Diversity and inclusion, and specifically the experiences of racialised students and students of faith
- Undergraduate educational experience, including student's experiences of assessment and the real cost of studying
- Postgraduate education experience, including student's experiences of suspensions & extensions

You'll be a part of the Policy & Representation team at Oxford SU; line managed by a policy & representation coordinator who will mentor and support you, and provide you with access to the tools and training that you need to develop relevant skills. You'll also have access to other opportunities across the Union as they arise.



## Job Purpose

The overall purpose of this role is:

- Researching & drafting Oxford SU’s policy positions in relation to key student issues - as directed by the Taskforces - by collecting or creating the insights, data and research the elected officers need to effectively represent students.

## Responsibilities

- Researching & drafting the SUs policy positions in relation to key student issues by collecting or creating the insights, data and research the elected officers need to effectively represent students.
  - Support Taskforces to identify key policy change targets arising from University and College committees – both short and longer-term
  - Working with students, representatives and staff to develop relevant datasets, insights and policy for students to use in advocating for themselves and others in relation to those policy change targets
  - Produce, or work with others to co-produce, policy and insights papers, briefings, toolkits or motions for change related to the educational experience
  - Conduct analysis of existing or proposed policy or procedure, assessing the impact on different student groups including through equality impact assessment
  - Conducting focus groups, creating surveys or questionnaires that enable the SU to properly consult with students on issues which affect them
  - Working with staff in the student engagement team to enhance our service offering, including the Advice Service based on the insights gathered
  - Supporting with the development of communications and engagement strategies with our members
  - Any other duties commensurate with the role

## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working with volunteers, students or campaigners</li> <li>• Experience of working within a democratic organisation</li> <li>• Experience of conducting research ie desk-research, focus-groups or surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with elected officers</li> <li>• Experience of conducting equality impact assessments</li> <li>• Experience of developing or analysing policy effectiveness</li> <li>• Experience of writing policy briefings or similar</li> </ul>



	<ul style="list-style-type: none"> <li>• Lived experience of studying or working at Oxford University</li> </ul>	
<b>Skills, Knowledge &amp; Expertise</b>	<ul style="list-style-type: none"> <li>• Strong negotiation, partnership building, and networking skills.</li> <li>• Excellent communication, writing, and presentation skills.</li> <li>• Ability to analyse complex datasets such as qualitative and quantitative survey results</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge and understanding of the UK higher education regulatory framework including the OFS, OIAHE and Quality Assurance Agency</li> <li>• Working knowledge and understanding of the Equality Act 2010</li> <li>• Experience of working with confidential information and an understanding of GDPR regulation</li> </ul>
<b>Values &amp; Behaviours</b>	<ul style="list-style-type: none"> <li>• Passionate about supporting and enhancing the student experience</li> <li>• Demonstrates creativity and innovation</li> <li>• Collaborative and team-oriented, fostering a positive and inclusive work environment</li> <li>• High-support, high-challenge approach to working as part of a team</li> <li>• Ethical and acts with integrity in all interactions and decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to supporting and enhancing student leadership</li> <li>• Passionate about social justice and social change</li> <li>• Passionate about access and social mobility in higher education</li> </ul>

<b>Date Completed:</b>	September 2024
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