



Policy Assistant Recruitment Pack

Policy Assistant Role Description

Role Purpose

As a Policy Assistant, we are looking for an organised, pro-active and enthusiastic individual to assist and support the work we deliver within the Union Priorities over the autumn and spring terms; this role will include not only conducting research (through surveys, focus groups, literature review and similar methods), writing and presenting reports to ensure we are adding and tracking progress to Union priorities, but also the opportunity to engage and speak with students.

The Assembly is a collective of 50 elected students who meet four times a year to bring change to students. We see the Assembly as a community of students who are passionate about bringing forward issues and ideas to make City better. This is a space where students can scrutinise the SU Officers' actions and help influence projects they've decided to develop. The meetings are action-based focusing on discussion and consensus decision-making.

As a Policy Assistant, you will be working on the following priorities set by the Assembly:

- Assessment Support and Timetabling
- Student Communities and Events
- Careers and Employability
- Cost of Living Support

Key Responsibilities

- Conduct research (surveys, focus groups, literature review and similar methods) to add progress to our four Union Priorities.
- Engaging with student leaders online and in-person.
- Assist with delivery of Assembly meetings.
- Presenting research findings during Assembly meetings.
- Engage with key Union stakeholders, ranging from university staff to elected role holders.
- Providing administrative support for Union research work, including but not limited to typing up feedback forms and transcribing focus groups.

Further information

In this role, you are expected to work for seven hours per week on one of City's campus buildings and/or the Union's office, **including attendance at the three Assembly meetings (8th of November, 7th of February and 3rd of April).**

Location: Northampton Square, London.

Working weeks: 21 weeks

- From the week commencing the 9th of October until the week commencing the 4th of December.
- There will be a winter break of six weeks.

- The role will resume on the week commencing the 22nd of January until the week commencing the 8th of April.

Candidate Specification

Criteria	Essential (E)/ Desirable (D)	Assessment (Application (A) / Interview (I)/ Task (T))
Qualifications and Knowledge		
Educated to GCSE or equivalent	E	A
Knowledge and Experience		
Experience conducting research and presenting the findings (please include examples in your cover letter);	E	A, I, T
Experience of providing administrative support;	E	A, I
Experience of supporting the delivery of projects;	E	A, I
Knowledge of academic issues, structures and regulations	D	A, I
Knowledge of the key themes and issues in Higher Education	D	A, I
Creative mindset with the ability to contribute innovative ideas to improve the student experience.	D	A, T
Skills and Abilities		
Basic IT, numeracy and literacy skills, with proficient use of Microsoft Office and Qualtrics (or other survey software)	E	A, I
Excellent customer services and listening skills in-person, via email and over the phone.	E	A, I
Excellent attention to detail	E	A, I
Presenting to various audiences	E	A, I, T
Ability to work independently and as part of a team	D	A, I
Understanding and commitment to equality of opportunity for all.	D	A, I
A positive can-do approach to work	D	A
Punctual, proactive and reliable.	D	A
Time management.	D	A

How to Apply

Applications Close: Wednesday 27th of September 2023

Interview Date: Thursday 5th October 2023 or Monday 9th of October (in person)

First Day: 12th or 13th of October (depending on availability)

To have an informal conversation with the Representation and Democracy Coordinator regarding the role, please email raquel.marques@city.ac.uk.

