

PRIVATE & CONFIDENTIAL

Candidate Brief



WorldSkills UK
Senior Policy Manager
U0901

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Managing Director
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Welcome from Dr Neil Bentley-Gockmann OBE- CEO

Dear Candidate,

I am delighted that you have expressed an interest in applying to be the Senior Policy Manager at WorldSkills UK. We hope that you find the information in this candidate brief and on our website useful: <https://www.worldskillsuk.org/>

At WorldSkills UK, we have big ambitions to help the next generation, our education system and the economy.

We are working to help create a world-class further education system that tackles vocational snobbery head on, so more young people get better opportunities and are not written off because going to University isn't right for them.

As an employer ourselves we aim to be truly inclusive, offering a hybrid and collaborative working culture. We pride ourselves on having a flexible approach to our working practices and are happy to discuss flexible working options with suitable candidates. Although operating from a London-based headquarters, we welcome applications from candidates across the UK and will always consider requests to work from other locations on a case-by-case basis subject to business requirements.

Join us, if you are ambitious to shape the future of further education, change lives and help create a world-class economy for the UK. Because when young people succeed, we all succeed.

For a confidential conversation with Thewlis Graham Associates who are managing the process, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email applications@thewlisgraham.com. Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Yours sincerely,

Dr Neil Bentley-Gockmann OBE
CEO

2. About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education so more young people and employers succeed.

We're a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network help us raise standards across the UK.



We innovate to help employers by benchmarking with skills systems from across the world to inform policy and practice, ensuring high-quality skills and boosting the UK economy.

We develop educators, by sharing international best practice, to deliver high-quality training and assessment.

We inspire young people, whatever their background, to choose high-quality apprenticeships and technical education as prestigious career routes.

Vision, mission and values

We're clear about what we believe, what we want and who we are.

What we believe (vision)

Apprenticeships and technical education are prestigious career routes for all young people.

What we want (mission)

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

Who we are (values)

Inclusive:

We champion the benefits of high-quality apprenticeships and technical education and help more young people, what their background, develop their skills set and mindset to ever higher standards to get the best start in work and life.

Bold:

We are ambitious and daring in the way we do things and communicate about them. We are flexible to allow for the challenges that an ever-changing economic and skills landscape brings.

Positive:

As a progressive, passionate organisation, we see that our support makes a measurable difference. We help young people start out on the right path to reach their potential and we give UK employers a competitive edge by developing highly-skilled employees.



3. The role and responsibilities of the Senior Policy Manager

Job description

Role:	Senior Policy Manager
Grade:	B
Directorate:	The External Affairs Team reports directly into the CEO
Team:	External Affairs
Manager:	Head of External Affairs
Direct reports:	N/A

Role purpose

The Senior Policy Manager will play a critical role in delivering our policy content and research programme to stimulate demand for high-quality skills across the education and training system and across the economy.

These insights will provide a unique contribution to the development of high-quality technical education and apprenticeships in the UK, informing skills policy and practice across UK skills systems and helping to inform the direction of WorldSkills UK's careers and skills development programmes.

Key tasks and responsibilities

The Senior Policy Manager will be responsible for the four key areas of work, including delivering the policy research element of WorldSkills UK's annual plan; developing engaging policy content to help communicate our key messages to external stakeholders; keeping on top of skills and economic policy developments across the four nations of the UK and developing policy content to help deliver our policy events programme.



Managing high-profile research projects in line with WorldSkills UK's ambition to promote high-quality technical education and apprenticeships

- Use policy analysis and knowledge of WorldSkills UK's programmes and international network to develop research proposals that are relevant to the UK policy agenda and help stimulate demand for high-quality skills in key sectors.
- Help commission and manage research projects through to the reporting and dissemination stages on key research themes such as green skills, innovation, digital skills and advanced manufacturing in line with WorldSkills UK's annual plan.

Developing engaging policy content to help communicate key messages from our insights to our external stakeholders

- Responsible for working with colleagues across the organisation to make sure our research reaches key stakeholders by, for example, writing blogs, speeches, media articles and social media content.

Analysing skills and economic policy developments across the four nations of the UK

- Keep on top of relevant skills and economic policy developments across the UK nations and regions and brief senior colleagues for key meetings.
- Support the Head of External Affairs in managing a new high-level project for WorldSkills UK – the Skills Taskforce for Global Britain – looking at how high-quality skills are important for attracting inward investment in key sectors of the economy.

Developing policy content to help deliver our policy events programme

- Working closely with our Events and Projects Coordinator to deliver a number of policy roundtable events and our next International Skills Summit.

Other:

- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- All employees are expected to promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equality, diversity and inclusion. Any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education and ability.



Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- Recent experience of working in skills and/or economic policy [E].
- Experience in scoping and managing policy research projects [E].
- Experience in leading policy campaigns [E].
- Experience in managing senior stakeholders [D].
- Experience in delivering policy events [D].

Knowledge and skills:

- Excellent knowledge of UK skills systems and recent policy developments [D].
- Excellent knowledge of workings of government and the policy process [E].
- Ability to scope and manage complex policy research projects [E].
- Ability to absorb and analyse complex information [E].
- Ability to write clear and concise policy content for a variety of audiences [E].
- Ability to present policy content clearly in meetings with internal and external stakeholders [E].

Personal qualities and attributes:

- Able to work on own initiative with broad direction [E].
- Able to think creatively and solve problems [E].
- Excellent team player with a collaborative approach to work [E].
- Motivated by impact and outcomes of work [E].

Special circumstances:

- Prepared occasionally to work outside normal hours [E].
- Prepared to travel within the United Kingdom [E].
- Able to spend time away from home [E].

4. Salary and Benefits

Salary – £50K per annum

Total reward package which is comprehensive but include pension scheme, annual and additional leave, TOIL, training and development opportunities, salary sacrifice cycle to work scheme and flexible working arrangements. Full details are available on request and you can find more information here too: <https://www.worldskillsuk.org/about-us/work-for-us/>

5. Timeline, Application Process and How to apply

Timeline

Dates	Activity
3 November 5pm	Applications close
w/c 8 November	Thewlis Graham consultant interviewing of interested candidates
w/c 22 November	Client Interviews

Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the Role and Responsibilities section and the people who best meet these will be invited for interview with Thewlis Graham Associates online.

Those candidates not invited to interview will be advised by email by mid November.

Longlisted candidates will be advised by email. After a consultation between WorldSkillsUK and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client. This could be either face to face or online depending on the COVID situation at the time.

How to Apply

To apply for this role, please email in word format to applications@thewlisgraham.com the following documents quoting reference **U0901**: -

1. A comprehensive CV.
2. A covering letter which fully addresses your suitability for the role and your motivation for applying.
3. A document with your current remuneration details and notice period, and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)
4. We also ask that you complete a diversity and inclusion monitoring form, the link for which is in the next section.

Please ensure that you include your mobile phone number and email address in your application. Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries. Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.

6. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: tct@thewlisgraham.com.

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you



7. Advert

Senior Policy Manager

Location – London/Flexible

Salary - £50K per annum plus benefits

WorldSkills UK is an independent charity and a partnership between employers, education and governments. Together, we are using international best practice to raise standards in apprenticeships and technical education so more young people and employers succeed.

We have a passionate, dedicated and supportive staff team who work together to improve the quality of apprenticeships and technical education for the benefit of all young people and employers and you can see our impact in the following statistics:

- In the last year over 150,000 young people engaged with us
- We had a media circulation of 104m in 2020-2021
- 95% of FE colleges engaged with our work
- 82% of young people said they were inspired by our programmes

We are now looking for a new Senior Policy Manager. This is an exciting new role and opportunity at WorldSkills UK. As part of our External Affairs Team, the Senior Policy Manager will play a critical role in delivering our policy content and research programme to stimulate demand for high-quality skills across the education and training system and across the economy.

These insights will provide a unique contribution to the development of high-quality technical education and apprenticeships in the UK, informing skills policy and practice across UK skills systems and helping to inform the direction of WorldSkills UK's careers and skills development programmes. The Senior Policy Manager will be responsible for the four key areas of work, including delivering the policy research element of WorldSkills UK's annual plan; developing engaging policy content to help communicate our key messages to external stakeholders; keeping on top of skills and economic policy developments across the four nations of the UK and developing policy content to help deliver our policy events programme.

The Role:

- Managing high-profile research projects in line with WorldSkills UK's ambition to promote high-quality technical education and apprenticeships
- Developing engaging policy content to help communicate key messages from our insights to our external stakeholders
- Analysing skills and economic policy developments across the four nations of the UK
- Developing policy content to help deliver our policy events programme

The Person:

- Recent experience of working in skills and/or economic policy
- Experience in leading policy campaigns
- Ability to scope and manage complex policy research projects
- Ability to write clear and concise policy content for a variety of audiences
- Able to think creatively and solve problems whilst being an excellent team player with a collaborative approach to work.

Full details of responsibilities and the person specification required can be found in the link below.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference U0901. The closing date is 5pm on 3 November.

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com

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