

SENIOR POLICY ANALYST – MANUFACTURING ENGINEERING & INNOVATION POLICY (Full-time, 37.5 hours per week)

Location of role: Cambridge, UK

Opening date: 13 October 2016

Closing date: 11 November 2016

Policy Links, IfM Education and Consultancy Services (IfM ECS)

Policy Links is the knowledge transfer unit of the Centre for Science, Technology & Innovation Policy (CSTI), University of Cambridge. It has been conceived as a 'think tank' aimed at linking policy principles and practice in the UK and internationally. The mission of this new unit is to support the work of civil servants in the areas of technology, manufacturing and innovation policy by providing professional advisory and education services grounded in the latest academic research.

Policy Links has been established thanks to a generous donation from the Gatsby Foundation. It is incorporated into IfM Education and Consultancy Services (IfM ECS), a company which is wholly-owned by the University of Cambridge. IfM ECS disseminates the research and education outputs of the University of Cambridge Institute for Manufacturing (IfM) and the University's Department of Engineering. Profits from IfM ECS are gifted to the University of Cambridge to fund future research activities.

The salary is in the range is £40,000 – £45,000 per annum, based on candidate's skills and experience. This is a fixed-term position for 2.5 years in the first instance. Posts are subject to grant funding (which is imminent) and internal approval.

Role Summary

The selected candidate will have the following main responsibilities:

- **Provide technical advisory and consulting services based on data analysis and international benchmarking**
Conduct high-quality analysis of industrial and technological trends to support delivery of projects. Systematic reviews of international government reports and strategies.
- **Development of analytical tools and frameworks based on latest academic research**
Working with researchers from the Centre for Science, Technology & Innovation Policy, and other academics as appropriate, develop practice-oriented tools, frameworks and guidelines primarily based on engineering models and techniques.
- **Drafting of policy briefs and reports for clients, and practice-oriented papers in collaboration with academic researchers when appropriate**
Develop and draft policy briefs, reports and papers. Explain engineering and technical concepts and issues in a language accessible to a general audience.
- **Stakeholder liaison and engagement**
Coordinate with academic researchers from the Centre for Science, Technology & Innovation Policy and elsewhere as appropriate. Coordinate with clients and policy stakeholders on activities related to project delivery.
- **Support in developing proposals**
Monitor business opportunities in the UK and internationally and contribute to the drafting of proposals

Reporting and Support

The Senior Policy Analyst will:

- Report to the Head of Policy Links.
- Work in conjunction with other policy analysts and academic researchers

The Policy Links team

Policy Links is a new unit that has been set up to respond to the needs of civil servants and policy officials working in the areas of technology manufacturing, innovation policy. The Policy Analysts will work within a dynamic team that will leverage (a) the work of the Centre for Science,

Technology & Innovation Policy (CSTI), and (b) the professional services and capabilities of IfM ECS to deliver projects internationally.

Role Description

	Key duties	Activities	Outputs	Time *
1	Provide technical advisory and consulting services based on data analysis and international benchmarking	<ul style="list-style-type: none"> Monitoring and analysis of industrial and technological systems and trends from an engineering perspective Systematic reviews of international government reports and strategies Primary data gathering including interviews, surveys and workshops 	<p>High quality technical advisory and consulting services</p> <p>High quality analysis to support project delivery</p> <p>Analytical insights to support engineering-based tool development</p>	25%
2	Development of analytical tools and frameworks based on latest academic research	<ul style="list-style-type: none"> Working with researchers from the Centre for Science, Technology & Innovation Policy, and elsewhere as appropriate, to develop (a) practice-oriented tools, frameworks and guidelines primarily based on engineering models and techniques, and (b) practice-oriented research papers Update and refine existing tools based on their observed effectiveness during project delivery Identify needs for new tool development in relevant policy areas 	High quality engineering-based tools and frameworks that effectively address client needs	30%
3	Drafting of policy briefs and reports for clients, and practice-oriented papers in collaboration with academic researchers when appropriate	<ul style="list-style-type: none"> Develop and draft policy reports, briefings and papers for a range of audiences Prepare summaries of workshops and other meetings Draft in-depth analytical reports on industrial and technological issues of relevance for policy development Explain engineering and technical concepts and issues in a language accessible to a general audience 	<p>High quality analytical inputs, presented in an appropriate language and format, to support the work of policy makers</p> <p>High quality insights on manufacturing technologies and innovation issues for discussion among policy officials and other experts</p>	25%
4	Stakeholder liaison and engagement	<ul style="list-style-type: none"> Advise governments and other policy stakeholders on innovation policy issues Coordinate with academic researchers from the Centre for Science, Technology & Innovation Policy and from elsewhere as appropriate Coordinate with client on activities related to project delivery Disseminate the outputs of Policy Links' work through appropriate channels to reach relevant policy stakeholders Represent Policy Links at national and international meetings and conferences Build and maintain networks with relevant stakeholders 	<p>Good working relationship with academic researchers and policy stakeholders</p> <p>Good understanding of changing customer needs</p> <p>Assert and build Policy Links' expertise and reputation among relevant stakeholders</p>	10%
5	Support in developing proposals	<ul style="list-style-type: none"> Monitor business opportunities in the UK and internationally Contribute to the drafting of proposals Contribute ideas of new lines of work Participate in business development meetings with clients 	<p>Ability to identify business opportunities in a timely manner</p> <p>Ability to develop high-quality proposals and project plans that respond effectively to customer needs</p>	10%

* Subject to change following evolution of Policy Links' business/tools

Person profile

Knowledge and understanding

- Detailed understanding of technological and industrial systems from engineering perspective
- Practical understanding of innovation systems and technology development
- Familiarity with national and regional innovation policies and industrial strategies
- Proven interest in technological and industrial trends
- Practical knowledge of industrial supply chains, including an understanding of commercials surrounding product and technology development and manufacturing

Skills

Essential

- Ability to develop a good understanding of new industrial issues and technological fields quickly
- Strong writing skills (candidates invited for interview will be asked to submit examples of relevant written material)
- Ability to explain complex engineering issues and highly technical material clearly to non-specialists
- Ability to apply a range of quantitative and/or qualitative tools to address policy problems
- Data gathering, analysis and presentation
- Ability to interact comfortably with both academic researchers and senior policy stakeholders
- Ability to solve problems promptly and independently with a personalised approach
- Effective planning and organisation

Desired

- Good knowledge in quantitative methods (including proficiency in statistical packages and Excel)
- A good understanding of economics/management
- Survey design, administration and analysis

Experience

Academic Background

Essential

- Strong academic background in an engineering or related discipline, educated to PhD level
- A good publication track record

Desired

- A multidisciplinary educational background
- A good understanding of economics/management
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Professional Experience

Essential

- Solid industrial experience in the manufacturing sector
- Participation in technology development projects or similar technology transfer experience that demonstrates understanding of practical innovation challenges
- Experience working in multi-disciplinary consultancy projects
- Experience in managing teams

Desired

- Industrial experience combining large blue chip companies and smaller versatile start-ups
- Involvement in intellectual property development and patenting

Policy Experience

Essential

- Experience working in international industrial/innovation policy advisory projects
- Experience conducting policy-oriented analysis based on a thorough knowledge of technologies and industrial sectors
- Proven experience communicating with policy officials at a senior level

Desired

- Experience in preparing tenders, business cases and grant applications
- Remote working

Traits

Essential

- Highly analytical and intellectually curious
- Enjoys working in international teams and shows leadership
- Ability to work to tight deadlines, on multiple projects simultaneously, and to produce deliverables to high quality standards
- Fluency in business and scientific English
- Effective, friendly and professional communication style
- Willingness to travel on a regular basis

Desired

- Proficiency in additional languages

