

STI POLICY SPECIALIST / STI SENIOR POLICY SPECIALIST – INDUSTRIAL ECONOMICS & STI POLICY (Full-time, 37.5 hours per week)

Closing date: 8 January 2019

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

www.ifm.eng.cam.ac.uk/services/policy-links

IfM Education and Consultancy Services Ltd (IfM ECS) is the consulting arm of the Institute for Manufacturing (IfM), University of Cambridge. IfM ECS is wholly-owned by the University of Cambridge and its profits are gifted to the University to fund future research activities. Based at the IfM ECS, Policy Links is a not-for-profit innovation policy consultancy unit that helps governments develop more effective industrial innovation policies. The unit provides consulting, education and benchmarking services in the areas of technology, manufacturing and innovation policy.

Policy Links is the knowledge transfer unit of the Centre for Science, Technology & Innovation Policy (CSTI). The Unit works closely with academic colleagues to ensure that research outputs are put into policy practice.

In the UK, clients include the Department for Business, Energy & Industrial Strategy (BEIS), Innovate UK, and the High Value Manufacturing Catapult network. Internationally, clients include national and regional governments, as well as international organisations. Policy Links is supported by the Gatsby Charitable Foundation.

For this position, both early career and experienced applicants will be considered. The salary for a STI Policy Specialist is in the range of £35,000– £40,000 per annum, based on candidate's skills and experience. The salary for a STI Senior Policy Specialist is in the range of £40,000 – £45,000 per annum, based on candidate's skills and experience. **This is a fixed-term position for 2 years in the first instance. Posts are subject to internal approval. Please note this is not an academic position, and it is subject to internal funding confirmation.**

Role Summary

The selected candidate will have the following main responsibilities:

- **Evidence gathering and data analysis:** Gathering of evidence to support delivery of consulting projects. This might include collection of primary data in the field, economic analysis, and the systematic reviews of international government reports and strategies.
- **Contribution to delivery of consulting projects:** Working with members of the Policy Links team, contribute to a number of consultancy tasks as necessary to support project delivery.
- **Development of analytical tools.** Working with academic colleagues, develop practice-oriented tools, frameworks and guidelines.
- **Drafting of briefs and reports.** Explain economic and technical concepts and issues in a language accessible to a general audience.
- **Support in drafting of proposals.** Monitor business opportunities in the UK and internationally and contribute to the drafting of proposals.

Reporting and Support

The Policy Analyst/Senior Policy Analyst will:

- Report to the Head of Policy Links.
- Work in conjunction with the rest of the Policy Links team and academic researchers

The Policy Links team

Policy Links is a consultancy 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	Evidence gathering and data analysis	<ul style="list-style-type: none"> Primary data gathering including interviews, surveys and workshops Economic analysis of industrial activity at national and regional levels Systematic reviews of international government reports and strategies 	Quantitative and qualitative evidence; high-quality analysis and insights	30%
2	Contribution to delivery of consulting projects	<ul style="list-style-type: none"> Ad-hoc activities to support the delivery of consulting projects, ranging from event organisation (in the UK and abroad) to project management Coordinate with client on activities related to project delivery Represent Policy Links at project presentations, in the UK and abroad Contribution to the formation of new engagements and developing of new business opportunities 	<p>Flexible support to the successful delivery of consulting projects</p> <p>Assert and build Policy Links expertise and reputation among relevant stakeholders</p>	30%
3	Development of analytical tools	<ul style="list-style-type: none"> Working with researchers from the Centre for Science, Technology & Innovation Policy, and elsewhere as appropriate, develop practice-oriented tools, frameworks and guidelines 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 tools and frameworks that effectively address client needs	15%
4	Drafting of briefs and reports	<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 primarily focused on industrial and technological issues of relevance for policy development Explain economic concepts and industrial 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 economic insights on manufacturing industries and innovation for a policy audience</p>	15%
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 <ul style="list-style-type: none"> Detailed understanding of the field of science, technology & innovation (STI) policy Detailed understanding of innovation systems and economics of innovation Familiarity with the workings of national and regional governments Proven interest in technological and industrial issues Practical understanding of manufacturing industries 													
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