



## **Policy Executive – Lifelong Learning & Skills**

The Irish Universities Association (IUA) is the representative body of the university sector.

The organisation works collectively with its member universities to actively promote the purpose and value of internationalisation within Higher Education including inwards and outwards mobility, enriched intercultural learning environments and international partnerships that enable and enhance research and educational collaborations.

We now invite applications for one year maternity cover contract position of Policy Executive – Lifelong Learning & Skills to work with a range of IUA colleagues across academic affairs, access and international, as well as with a broad range of stakeholders across IUA member universities and other organisations, including government agencies.

### **Key Responsibilities**

Reporting to the Director of Learning, Teaching & Academic Affairs, the Policy Executive will be primarily responsible for advocating and representing the IUA on the lifelong learning and skills agenda

Responsibilities and tasks include:

- Liaison with IUA member universities in relation to lifelong learning, skills, enterprise engagement and apprenticeships;
- Representing the interests of IUA members to HEA, DFHERIS and other key government Departments and stakeholders;
- Researching and developing policy position papers and proposals to advance the interest of IUA members;
- Engagement with the national skills architecture, including the Expert Group on Future Skills Needs, in accordance with the IUA agenda, including representation on relevant working groups;
- Representing IUA on key projects including National Recognition of Prior Learning in Higher Education and StudentSurvey.ie and MicroCreds.ie;
- Producing relevant campaign and advocacy material in conjunction with the IUA Communications team.
- Support the Director of Learning, Teaching & Academic Affairs with any other tasks as required from time to time.

### **Candidate Skills and Attributes**

We are looking for a dynamic and driven individual who has a clear understanding of the lifelong learning and skills agenda and a capacity to advocate on behalf of our members. The ideal candidate will:

- Have at least three years' experience in a relevant role;
- Be an excellent communicator with a capacity to influence;
- Clearly understand the administrative and political environment;
- Have excellent writing skills with a capacity to distil complex issues into compelling policy proposals;
- Possess strong project management and organizational skills with a record of delivering against agreed objectives;
- Show evidence of effectively working across wide-ranging networks and stakeholder groups;
- Work well in a close-knit team to demanding deadlines.

### **Contract details**

The position of Policy Executive – Lifelong Learning & Skills, is offered on a 1-year fixed term contract, ideally commencing in December 2022, and subject to a period of probation and meeting on-going performance requirements. The role will require domestic travel within Ireland on a regular basis and may require occasional international travel.

The IUA operates a flexible working model and this role can be partially fulfilled through remote working. However, the role will require some in-office working, especially in the early stages, with routine face-to-face engagement with key stakeholders as required. A competitive salary commensurate with experience will be offered. A secondment arrangement for existing public-sector employees may be possible, subject to concluding an appropriate agreement between the IUA and the candidate's current employer.

### **Application Details**

Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by 23:59 October 10th, 2022, to: [marguerita.lardner@iua.ie](mailto:marguerita.lardner@iua.ie)

Tel. 01 6764948

Interviews will take place week beginning October 19<sup>th</sup>, 2022