



Capabilities in Academic Policy Engagement

Policy Fellowship

Scrutiny Unit, House of Commons Committee Office

Role description

Through the [Capabilities in Academic-Policy Engagement](#) (CAPE) project we are pleased to announce a new policy fellowship opportunity with the UK Parliament's [Scrutiny Unit](#), working with the unit's Senior Specialist to support the implementation of the [Liaison Committee's report recommendations on use of research evidence](#). Candidates would benefit from familiarising themselves with recommendations under the 'research evidence' heading.

In this role, you will be expected to lead on, or assist in several the following tasks:

- approaching and working with select committees on developing their Areas of Research Interests (ARIs)
- using the parliament-wide [ARIs developed by the Parliamentary Office for Science and Technology](#) (POST) and future committee ARIs to further think about specific and concrete ways of developing more systematic structures of cooperation between parliament and research institutions
- identifying committees 'least engaged' with academic research and researchers and identifying tools for improving engagement
- exploring with committees what would be an acceptable way of 'closing the circle' to enable academics who contribute to committee work to demonstrate impact of their work
- assisting with the work of CAPE diversity and inclusion working group
- close coordination with POST on [Committee Directorate](#) (also known as Committee Office)-POST collaborations
- devising an evaluation of how initiatives to systematise use of research evidence across committees may have resulted in improved scrutiny
- where relevant, advise on aspects that may be useful to the Effective Scrutiny Programme currently being developed by the Scrutiny Unit
- other areas in relation to implementing the Liaison Committee report's recommendations on use of research evidence that may emerge during the fellowship time

You may also be asked to contribute to work on the following where appropriate:

- impact evaluation for committees, and devising tools for speedy production of annual reports that can flag areas of impact
- identifying simple ways of seeking more diversity and inclusion data from those who regularly engage with committees
- evaluating Knowledge Exchange mechanisms to assess how people are engaging with select committees



About you

Essential

- excellent research and analysis skills, and ability to identify synergies and create solutions, showing judgement and impartiality
- excellent writing skills
- ability to develop and manage networks
- excellent communication skills and ability to engage with people from different backgrounds and at different levels of seniority
- understanding of the academic policy-engagement environment, and ability to grasp priorities of parliament-academic engagement quickly
- understanding of Diversity and Inclusion issues in a parliamentary or policy setting
- ability to grasp unfamiliar subject areas and contexts quickly
- ability to work autonomously, proactively plan, manage and prioritise workload

Desirable:

- experience of designing evaluations
- understanding of the work and function of parliament
- experience of designing and producing learning materials and resources

Please note: fellows posted in parliament will need to demonstrate the integrity required of all parliamentary staff, showing neutrality and impartiality in all their activities, and respecting the confidentiality of private meetings, materials or other proceedings they are made privy to. Staff and fellows are also expected to follow the House Service's organisational values of being inclusive, courageous, trusted, and collaborative. Specific terms and conditions will be stated in a fellowship agreement, which the successful candidate will be required to sign at the start of their fellowship.

About the Scrutiny Unit

The Scrutiny Unit forms part of the Committee Office in the House of Commons and exists to strengthen the scrutiny function of the House. It provides specialist expertise to select committees, especially (but not exclusively) on financial matters and on draft bills.

The Scrutiny Unit has a staff of around 14 including lawyers, accountants, an economist and a statistician, as well as House of Commons Clerks and a small team of administrative staff.

About CAPE

CAPE is a partnership between UCL and the universities of Cambridge, Manchester, Northumbria and Nottingham, in collaboration with the Government Office for Science, the Parliamentary Office for Science & Technology, the Alliance for Useful Evidence, and the Transforming Evidence Hub, funded by Research England.

It is a five year collaboration created to support effective and sustained engagement between academics and policy professionals across the higher education sector.



About policy fellowships

This fellowship is open to eligible academic and research staff and research students (PhD) at CAPE partner universities. It is offered on a part time basis, at 2-3 days a week (0.4 or 0.6 FTE), for a six month secondment in the first instance, with the possibility of renewal. The fellowship award may be up to £30,000, funded through CAPE. The fellowship will start as soon as possible in early 2021, subject to successful security clearance.

The successful candidate will be embedded within the Scrutiny Unit, based remotely to begin with owing to current Covid-19 working restrictions.

Applications will close on Wednesday 18th November at 5.00pm. Top ranked candidates will be invited to an informal interview with the Scrutiny Unit in late November before a final decision on appointment is made.

How to apply

To apply please send:

- a short CV (max 2 pp)
- covering letter outlining your suitability for the role
- letter of support from your line manager, HoD or supervisor confirming eligibility to take up the placement if awarded

To **Katherine Welch** k.welch@ucl.ac.uk by the closing date of **Wednesday 18th November at 5.00pm**.