

The York Policy Associate Scheme

[The York Policy Engine](#) is the University of York's specialist policy engagement unit. We connect people, ideas and evidence to drive policy change in the pursuit of public good. Through support to staff and the PhD community at York we aim to strengthen policymaker engagement and the adoption of evidence generated at York into policy.

Policy Associate Scheme Overview: The Policy Associates scheme provides a structured, paid, opportunity for University of York Postgraduate Research Students to support the work of The York Policy Engine while receiving specialist professional development training. The scheme is designed to connect research students with policy work and provide them with training and experience.

Policy Associates will learn new skills through working with the Policy Engine team, including: receiving specialist training in evidence synthesis for policy analysis; supporting our work with the [Yorkshire and Humber Policy Engagement & Research Network](#) (Y-PERN) and The Yorkshire Policy Observatory (TYPO), as well as supporting researchers from across the University of York who are involved in policy engagement activity.

Work and Training Hours: Policy Associates will be engaged for up to 40 hours of work and training over a 12-week period (October - December 2023), which includes:

- Training (Around 15 hours): Policy Associates will receive training in evidence synthesis for policy analysis, on the following dates:
 - Session 1: Tuesday 17th October 9-11am
 - Session 2: Tuesday 24th October 9-12pm
 - Session 3: w/c 30th October TBC
 - Session 4: w/c 6th November TBC
 - Session 5: Wednesday 15th November 9-12pm
 - Session 6: Thursday 23rd November 9-12pm
 - Session 7: w/c 27th November TBC
 - Session 8: Tuesday 5th December 9-10.30am
- Policy Engagement (Around 20 hours): Policy Associates will support various policy engagement projects, including research evidence syntheses and policy brief production.
- Policy Engine Activities (Around 5 hours): Assist with TYPE activities such as policy roundtables, workshops, and social media efforts.

Further Engagement: After the initial phase, there's a possibility of a further 12-week engagement during 2024, comprising additional policy engagement activities as outlined above.

In practice, precise splits for each Policy Associate will vary from the standard models above, reflecting that much of the Policy Engine's work is responsive and driven by external policy agendas. Also, splits may vary to reflect that Policy Associates own PhD projects may affect availability at specific points in time.

What support is offered? Policy Associates will be supported in their work by members of The York Policy Engine Team, including:

- Rebecca Kerr, Policy Fellow, who will act as line manager for the Policy Associates, serving as

the first line of contact for Policy Associates and the lead contact for the Policy Associates' work for Y-PERN and TYPO;

- Anthonia James, Head of The York Policy Engine, who will act as the Policy Associates Co-ordinator, responsible for placing Policy Associates with specific projects across the University and acting as broker between Policy Engine and specific projects Policy Associates are placed with;
- John Hudson, Academic Director of The York Policy Engine, who will act as the Policy Associates Mentor, helping ensure training and work undertaken with Policy Engine is placed in a wider professional skills development context.

Policy Associates will be paid at the University of York's Research trainee/Research support assistant rate (£15.30 per hour), including payment for the specialist evidence synthesis training.

Eligibility and Application: In order to be eligible to apply for a Policy Associate position, candidates must:

- be a Doctoral student at the University of York
- have an interest in policy engagement as part of your research
- have knowledge of a range of research techniques and methodologies
- have willingness to work proactively with colleagues in other work areas/institutions and be capable of working in an area not fully aligned with your own research specialism
- have excellent written communication in order to contribute effectively to the production of research reports and publications
- have high level oral communication skills to enable the effective presentation of research progress and outcomes to key stakeholders
- have ability to communicate new and complex information effectively to a range of audiences
- have ability to work as part of a team and also to work independently using own initiative
- have ability to plan and prioritise own work in order to meet deadlines
- have a commitment to personal development and updating of knowledge and skills

Interested individuals should submit an [application form](#) to show how you meet the listed criteria. Applicants will require a letter of reference from their line manager.

We aim to reserve at least one Policy Associate position for each of the University of York's three faculties to ensure a wide spread of subject expertise across the Policy Associate Programme. The York Policy Engine expects to fund up to 6 Policy Associates in 2023/24.

Application Deadline: 5pm, Thursday 14th September 2023

Review and Shortlisting: Applications reviewed by TYPE team, with final candidates shortlisted in the w/c 18th September.

Offers: Final offers made by w/c 25th September 2023

Contact: For any queries, contact Katie Heffron at katie.heffron@york.ac.uk.

Please read the [guidelines](#) on working while you study at York.