Advertisement: Technicians and Apprenticeships
Senior Executive

PERMANENT

<table>
<thead>
<tr>
<th>Department:</th>
<th>Reporting To:</th>
<th>Salary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Policy and Standards</td>
<td>Head of Policy and Standards</td>
<td>circa £45,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
<th>Hours:</th>
<th>Holiday:</th>
</tr>
</thead>
<tbody>
<tr>
<td>London</td>
<td>9.00am – 5.00pm</td>
<td>25 per annum plus bank holidays</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Advertisement:</th>
<th>Closing Date:</th>
<th>Interview Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 March 2015</td>
<td>5.00pm Tuesday 7 April 2015</td>
<td>Tuesday 14 April 2015</td>
</tr>
</tbody>
</table>

The post will involve leading the implementation of the EngC’s technicians and apprenticeships work to deliver the aims and tasks set out in the Strategic and Operating Plan, predominantly though not exclusively in the context of policy and standards. It will be both internal-facing (EngC and the wider profession) and external-facing (other stakeholders).

**Main duties will involve:**

- Implementing EngC’s various technician-related activities
- Supporting, sharing and promoting good practice across all technician related programmes
- Recommending activity aimed at ensuring that standards for EngTech and ICT Tech registration are maintained and remain relevant
- Supporting the profession to exploit and increase EngTech and ICT Tech registration
- Establishing and managing the EngC’s strategic relationships related to technicians and apprenticeships
- Being responsible for keeping abreast of external drivers and opportunities in the technicians and apprenticeships arena
- Being responsible for the current database of technician qualifications
- Contributing to the development of a new database for non-degree and degree qualifications
- Providing the Secretariat for the Engineering Apprenticeships and Technicians Qualifications Forum
- Integrating technician and apprenticeship work with wider EngC work and priorities
• Contributing to the EngC business planning activity
• Providing reports to EngC committees

What are we looking for?

Applicants must have experience of delivering a policy, qualifications or standards-related function in the not for profit sector, and preferably have experience of working with professional bodies. They should be able to demonstrate a developed understanding of the education and skills landscape in relation to one or more of: the FE sector, apprenticeships, vocational qualifications. They should also be a team player and able to demonstrate the ability to form appropriate strategic partnerships, including at a senior level. Full details can be found in the attached role profile.

As a minimum you should have attained a degree level education. You should also possess strong communication skills (both written and oral), good relationship management skills and good IT skills including familiarity with databases.

What form will the selection process take?

The selection process for this role will be in two parts: a written test (20 minutes); a ten minute presentation; and 30 minute competency based interview.

• The selection process for this role will require you to make a short presentation (10 minutes max, no slides required) which will be followed up with questions about your presentation. The topic for the presentation will be:
  • The government supported expansion of Apprenticeships: opportunities and challenges for the engineering profession
• This will then be followed by approximately 30 minutes of competency based questions, providing you with an opportunity to demonstrate the breadth of your experience.

You will also be required to bring with you two examples of written work related to your current and/or previous role(s).

What next?

To apply, please write a covering letter setting out what you will bring to the role, enclose your CV and send to Gillian Paterson, HR@engc.org.uk by the closing date.

Notes: This role is being advertised externally simultaneously. Please treat your application as you would for an external position.
**ENGINEERING COUNCIL**  
**Role Profile**

<table>
<thead>
<tr>
<th>Job title:</th>
<th>Technicians and Apprenticeships Senior Executive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Policy &amp; Standards</td>
</tr>
<tr>
<td>Grade</td>
<td>E</td>
</tr>
<tr>
<td>Reporting To</td>
<td>Head of Policy and Standards</td>
</tr>
<tr>
<td>Hours</td>
<td>9.00 to 17.00, Monday to Friday (There may be a requirement to work additional hours for the proper performance of the role. No additional payment will be made for any additional hours worked.)</td>
</tr>
<tr>
<td>Location</td>
<td>Central London</td>
</tr>
<tr>
<td>Start Date</td>
<td>As soon as possible</td>
</tr>
</tbody>
</table>

**Role Purpose**

To lead on all matters related to EngTech/ICTTech registration standards, apprenticeships and other vocational qualifications, supporting the delivery of these education and skills components of the Engineering Council’s (EngC) Strategic Plan.

**Scope**

Responsibility for the organisation’s technician and apprenticeship activity, predominantly though not exclusively in the policy and standards context, with direction from the Head of Policy and Standards.

**Key responsibilities, duties and quality standards in meeting the department’s purpose / objectives**

- To co-ordinate the implementation of EngC’s various technician-related activities, ensuring fit with user and EngC needs, and with EngC policies
- To be responsible for recommending the strategy for the Engineering Council with regard to technicians and apprenticeships and (with the Head of P&S) to deliver related initiatives within the organisation’s Strategic Plan
- Establish and manage the EngC’s strategic relationships with respect to level 3-level 7 (non-degree) qualifications, including representing the EngC on appropriate external committees
- Manage the current Technician Qualifications database including responsibility for approval of entries prior to going live
- Manage the development of the new Apprenticeships and Technician Qualifications (ATQ) database, manage the budget and the database project manager
- Provide the Secretariat for the EngC’s Engineering Apprenticeships and Technician Qualifications Forum and any EATQ Forum working groups
- Contribute to the EngC business planning process
- Contribute to the Policy and Standards team’s wider work on education and skills, including identifying opportunities for collaborative working and keeping abreast of external drivers such as government policy
- Work with the Licensing team to develop reporting about EngTech and non-degree qualifications such as apprenticeships
- Work with the Head of International on matters related to the Dublin Accord

**Key accountabilities**

- Management of the current Technician and the new ATQ databases
- Management of consultants where appropriate
- Provide support to the Chairman of the EATQ Forum
- Provide support to the Head of Policy and Standards in delivering strategic and core business targets

**Internal contacts**

Receive some support for administration of the technician qualifications database, current and new  
Provide reports to RSC  
Policy and Standards team
| External Contacts | Professional Engineering Institutions and Professional Affiliates and their volunteers including via the EATQ Forum; Awarding Organisations; National Apprenticeship Service; Industrial Strategy Councils; SSCs; the FE sector; Gatsby Charitable Trust; relevant Government departments; software developers (ap16 or other supplier); E4E Operations Group *(share with Snr Exec Ed and Skills)* |
| Financial Responsibility | Management of budgets within delegation |

**Person specification:**
Including competencies, academic achievement, professional qualifications, skills, abilities, etc. needed for the role.

**Key technical skills – role specific**
- Ability to research and absorb complex information of different types and formats, critically evaluating what is relevant to the Engineering Council and its stakeholders, making appropriate recommendations
- Ability to think strategically and take sound decisions in line with EngC business needs
- Strong oral and written communication skills across a range of genres
- Experience of organising meetings and acting as Secretariat
- Ability to deal professionally and confidently with a range of people, including at a senior level
- Demonstrable knowledge of apprenticeship frameworks and qualifications, and non-degree/vocational qualifications
- Knowledge of MS Office applications, especially Word, Excel and Outlook, to be able to produce well formatted reports and spreadsheets; ability to use other software packages and databases
- An interest in and experience of using and developing databases

**Experience**
- At least 5 years, including provision of secretariat functions, undertaking research and management of information
- Demonstrable experience of producing a range of documents for a variety of audiences
- Experience of managing projects with multiple stakeholders
- Experience of relationship management at a senior level people
- Knowledge and understanding of the work of industry bodies such as Industrial Strategy Councils, SSCs and awarding bodies.

**Key Behavioural Competencies**
- Team working: ability to work within and across departments in the EngC
- Confident and pro-active
- Ability to manage own time effectively and efficiently, prioritising where necessary to meet deadlines, and with minimal supervision
- Ability to pay attention to detail
- Ability to develop effective working relationships internally and externally, including at a senior level, in a collaborative manner.

**Qualifications**
- A graduate or equivalent
Technicians and Apprenticeships Senior Executive

Further details about this post and your application

The successful applicant will join the five-strong Policy and Standards team to lead the implementation of our technicians and apprenticeships work. The work will build on the solid work already done over the past 2-3 years, taking forward the agenda as part of the Strategic and Operating Plans. The Engineering Council has recently published learning outcomes for technician-related qualifications and programmes which now provides the basis for more of these to be reviewed and approved for professional registration. The learning outcomes reflect the revised standards of competence and commitment for registrants (UK-SPEC and ICT Tech Standard) that were published in 2014. These were very well received across the engineering community.

The work of other members of the Policy and Standards team is focused on Higher Education, degree accreditation, professional development, standards, guidance and codes of practice as well as systems for recording professional development, approved qualifications and accredited degrees. This is a busy team, with a positive ‘can-do’ attitude, involved in cross working within the team as well as across the organisation. In this role, a fair amount of time will be spent producing papers or policy documents so you will need to enjoy writing and have an eye for accuracy.

In common with many similar organisations, much of our work is undertaken by volunteer members of the profession, committees and working groups. The strategic direction is set by the Board. Policy and Standards team staff are regularly invited to be members of various external committees.

The Engineering Council places a strong emphasis on personal and professional development, and continuous improvement. Staff are supported to develop their skills to achieve their potential.

Applications and time-line

Applications are by way of a covering letter setting out what you will bring to the role and a cv. There are no forms. Please refer to the role profile when preparing your letter.

Deadline: 5pm Tuesday 7 April

Applications should be sent to: HR@engc.org.uk

Interviews will be held at a Central London location on Tuesday 14 April. As part of the interview process, you will be required to undertake a short writing test and make a 10 minute presentation (without slides).