Higher Education Executive

PERMANENT

<table>
<thead>
<tr>
<th>Department:</th>
<th>Reporting To:</th>
<th>Salary:</th>
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<tbody>
<tr>
<td>Policy and Standards</td>
<td>Education and Skills Manager</td>
<td>circa £34,000</td>
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<thead>
<tr>
<th>Location:</th>
<th>Hours:</th>
<th>Holiday:</th>
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<tbody>
<tr>
<td>London</td>
<td>9.00am – 5.00pm</td>
<td>25 per annum</td>
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<td></td>
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<td>plus bank holidays</td>
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<tr>
<th>Date of Advertisement:</th>
<th>Closing Date:</th>
<th>Interview Date:</th>
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The post will involve supporting the implementation of EngC’s HE-related activities work to deliver the aims and tasks set out in the Strategic and Operating Plans, predominantly in the context of policy and standards. It will be both internal-facing (within the Policy and Standards team and across the EngC) and external-facing (the engineering profession and other stakeholders).

Main duties will involve:

- To provide the Secretariat for the Engineering Accreditation Board (EAB) and the ‘Engineering Gateways’ (work-based degrees) activity
- To act as Secretary for EAB accreditation visits (this will involve overnight stays)
- Support the establishment and management of the EngC’s strategic HE relationships, representing the EngC where appropriate
- To contribute to the operation, integrity and development of the Engineering Council's current and planned new course accreditation database
- Contribute to Policy and Standards team work on education and skills, including identifying opportunities for collaborative working
- Work with the Licensing team to develop reporting about HE-related activity
- Dealing with enquiries
- Contributing to the integration of HE work with wider EngC work and priorities
- Providing papers and reports to the EAB, EngC and other committees as required
What are we looking for?
Applicants must be able to demonstrate a developed understanding of the HE landscape, ideally in an engineering context. They should 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. Experience of providing the Secretariat for committee(s) will be expected. They should also be a team player and able to demonstrate the ability to form appropriate strategic partnerships. Full details can be found in the attached role profile.

As a minimum you should have attained a degree level education or equivalent. You should also possess strong communication skills (both written and oral), good relationship management skills and good IT skills including experience of using 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 complete a written test
- 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 changing HE landscape: 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?
For an informal discussion about the post, please contact Deborah Seddon dseddon@engc.org.uk

To apply, please write a covering letter setting out what you will bring to the role, enclose your CV and send to Gillian Paterson by the closing date.
ENGINEERING COUNCIL
Role Profile

<table>
<thead>
<tr>
<th>Job title:</th>
<th>HE Executive (Grade D)</th>
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<tbody>
<tr>
<td>Department</td>
<td>Policy &amp; Standards</td>
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<tr>
<td>Reporting To</td>
<td>Education and Skills Manager</td>
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<tr>
<td>Hours</td>
<td>9.00 to 17.00, Monday to Friday</td>
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<tr>
<td>Location</td>
<td>Central London</td>
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<td>Duration</td>
<td>Permanent</td>
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Role Purpose / Major responsibilities:

- To support the implementation of EngC’s HE-related activities, ensuring fit with user and EngC needs, and with EngC policies, Strategic and Operating Plans
- To provide the Secretariat for the Engineering Accreditation Board (EAB) and the ‘Engineering Gateways’ (work-based degrees) activity
- To act as Secretary for EAB accreditation visits (this will involve overnight stays)
- Support the establishment and management of the EngC’s strategic HE relationships, representing the EngC where appropriate
- To contribute to the operation, integrity and development of the Engineering Council’s current and planned new course accreditation database
- Contribute to Policy and Standards team work on education and skills, including identifying opportunities for collaborative working
- Work with the Licensing team to develop reporting about HE-related activity

Key tasks, duties and quality standards in meeting department purpose/objectives:

- Keep abreast of developments in HE and skills areas, including internationally, making suggestions for EngC activity
- To prepare high quality agendas, papers and minutes etc. for EAB meetings and the Engineering Gateways Advisory Board
- To be responsible for drafting the periodic HE bulletin
- To maintain, and contribute to the development of, the EngC’s network of HE contacts.
- To organise and support EAB accreditation visits, and produce well drafted visit reports
- To draft and maintain material for the Engineering Council, EAB and the Engineering Gateways websites
- To answer enquiries about accreditation from professional engineering institutions, registrants, employers, overseas organisations and others, accurately and in a timely manner
- To contribute to ensuring that the course accreditation database meets the needs of users.
- To contribute to the development of HE accreditation policy, process and guidance
- To work with the Education and Skills Manager on matters relating to HE such as Foundation degrees and work-based learning
<table>
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<tr>
<th>Internal contacts</th>
<th>Engineering Council staff and volunteers</th>
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<tr>
<td>External Contacts</td>
<td>PEIs, EAB members, university staff (principally). Other external organisations as appropriate (<em>shared responsibility with Policy and Standards colleagues</em>)</td>
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<td>Financial Responsibility</td>
<td>None</td>
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**Person specification:**
Including competencies, academic achievement, professional qualifications, skills, abilities, etc. needed for the role.

**Key technical skills**
- Ability to communicate at all levels (written and oral), including capturing complex discussions on paper to produce readable, factual reports and other forms of documentation (*Essential*)
- Analytical thinker with the ability to research, absorb and communicate sometimes complex information (*Essential*)
- Ability to establish and maintain effective working relationships, dealing professionally and confidently with a range of people, some of whom may be more senior (*Essential*)
- Good Microsoft Office skills including Word, Excel and PowerPoint (knowledge of SharePoint would be an advantage) (*Essential*)
- Experience of, or ability to develop, document management ability. (*Essential*)
- Experience of using databases and the ability to exploit their features to full advantage, or the willingness to learn (*Essential*)

**Experience**
- Experience in a similar role or organisation (*Desirable*)
- Knowledge of the UK education system, especially HE (*Essential*)
- Experience of administration and committee work (*Desirable*)
- Experience of managing projects (PRINCE2 qualification an advantage) (*Desirable*)
- Knowledge of engineering profession and accreditation practice is an advantage (*Desirable*)

**Key Behavioural Competencies**
Able to demonstrate EngC competencies particularly
- Ability to work on own initiative but within a team environment.
- Ability to manage own time effectively and efficiently, prioritising where necessary to meet deadlines, and with minimal supervision.
- Methodical, ability to plan, follow through with attention to detail.
- Ability to develop, influence and maintain effective relationships internally and externally
- Continuous improvement - proactive in seeking to improve processes.

**Qualifications**
- A graduate or equivalent (*Desirable*)

May 2015 ds