

<b>ENGINEERING COUNCIL Role Profile</b>	
<b>Job title:</b>	Senior Licensing Executive
<b>Department</b>	Operations
<b>Grade</b>	D
<b>Reporting To</b>	Licensing Manager
<b>Hours</b>	Core hours are 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.)
<b>Location</b>	Central London
<b>Date</b>	January 2016
<b>Role Purpose</b>	
To facilitate a consistent and transparent approach to the licensing of institutions.	
<b>Scope</b>	UK with some travel
<b>Key tasks, duties and quality standards in meeting department purpose/objectives, include:</b>	
<ul style="list-style-type: none"> <li>• Plan and deliver reviews and approvals in accordance with our Key and Core documents</li> <li>• Monitor and report on continued PEI licence compliance</li> <li>• Contribute to organisational competence for key stakeholders including the planning and delivery of seminars, workshops and training sessions</li> <li>• Attend and contribute to key EngC committees</li> <li>• Participate in joint Licensing activities with external bodies</li> <li>• Contribute to the delivery of the QAC secretariat</li> <li>• Monitor and develop Registration Agreements</li> <li>• Review and maintain Key and Core Licensing documents and other documentation</li> <li>• Conduct staff liaison and establish/build relationships with Licenced Members and Professional Affiliates</li> <li>• Support and, when required, deputise for the Licensing Manager</li> <li>• Participate in other activities, including projects, where directed (including certification to external standards)</li> </ul>	
<b>Number of Direct Reports</b>	None
<b>Authority</b>	Will operate within delegations approved by the Licensing Manager
<b>Internal contacts</b>	EngC staff Board/Committee/Panel members, Liaison Officers, other volunteers
<b>External Contacts</b>	Professional Engineering Institution staff, Professional Affiliate staff. Professional Engineers and Technicians Members of the public
<b>Financial Responsibility</b>	Within delegations

<b>Person specification:</b> Including competencies, academic achievement, professional qualifications, skills, abilities, etc. needed for the role.	
<b>Key technical skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate at all levels (written and oral), including capturing complex discussions on paper and producing readable, factual reports. <b>(Essential)</b></li> <li>• Ability to work to and evaluate processes and improve them to obtain the required outcomes. <b>(Essential)</b></li> <li>• Able to work flexibility and effectively with others, to develop, influence and maintain relationships with key stakeholders. <b>(Essential)</b></li> <li>• Demonstrable negotiation and influencing skills. <b>(Essential)</b></li> <li>• Ability to identify and manage potentially contentious situations. <b>(Essential)</b></li> <li>• Understanding and appreciation of customer/stakeholder needs and relationship management. <b>(Essential)</b></li> <li>• Demonstrate tact, diplomacy and recognise the need for confidentiality when required. <b>(Essential)</b></li> <li>• Demonstrable IT competence, particularly MS Office applications (Word, Excel, Outlook &amp; PowerPoint) <b>(Essential)</b></li> <li>• Experience of SharePoint <b>(Desirable)</b></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge and experience of quality assurance and continuous improvement. <b>(Essential)</b></li> <li>• Knowledge and understanding of UK engineering profession. <b>(Desirable)</b></li> <li>• Experience of working for a membership organisation or similar professional body. <b>(Desirable)</b></li> <li>• Experience of working with committees. <b>(Desirable)</b></li> <li>• Experience of managing volunteers in a formal setting <b>(Desirable)</b></li> </ul>
<b>Key Behavioural Competencies</b>	<p>Able to demonstrate grade D competences particularly:</p> <ul style="list-style-type: none"> <li>• work on own initiative and as part of team.</li> <li>• manage time and resources effectively and efficiently, prioritising where necessary to meet deadlines, and with minimal supervision.</li> <li>• develop, influence and maintain effective relationships internally and externally.</li> <li>• ability to negotiate and influence where appropriate</li> <li>• commitment to continual improvement - proactive in seeking to improve processes.</li> </ul>
<b>Qualifications</b>	<p>Graduate or equivalent <b>(Desirable)</b> Relevant professional membership or qualification <b>(Desirable)</b></p>