

<b>ENGINEERING COUNCIL Role Profile</b>	
<b>Job title:</b>	HE Executive (Grade D)
<b>Department</b>	Professional Standards
<b>Reporting To</b>	Education & Skills Manager
<b>Hours</b>	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 of work)
<b>Location</b>	Central London (with some travel/overnight stays normally within the UK)
<b>Duration</b>	Permanent
<b>Role Purpose / Major responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Support the implementation of Engineering Council's HE-related activities, ensuring fit with user and Engineering Council needs, and with Engineering Council policies, Strategic and Operating Plans.</li> <li>• Provide the Secretariat for the Engineering Accreditation Board (EAB), EAB accreditation visits (this will involve overnight stays) and other activities as required.</li> <li>• Support the establishment and management of the Engineering Council's strategic HE relationships, including representing the Engineering Council at external meetings.</li> <li>• Contribute to the operation, integrity and development of the Engineering Council's accredited courses database.</li> <li>• Contribute to Professional Standards team and wider Engineering Council work, including projects, as appropriate.</li> </ul>	
<b>Key tasks, duties and quality standards in meeting department purpose/objectives:</b>	
<ul style="list-style-type: none"> <li>• Keep abreast of developments in the HE and skills areas, including internationally, making suggestions for Engineering Council and EAB activity.</li> <li>• Produce high quality agendas, papers and minutes in a timely manner.</li> <li>• Input to external communications, including webpages and the periodic HE bulletin.</li> <li>• Maintain, and contribute to the development of, the Engineering Council's network of HE contacts.</li> <li>• Organise and support EAB accreditation visits, and produce well drafted visit reports.</li> <li>• Answer enquiries, including about accreditation, from professional engineering institutions, registrants, employers, overseas organisations and others, accurately and in a timely manner.</li> <li>• Contribute to the development of Engineering Council HE accreditation policy, process and guidance.</li> <li>• Work on matters relating to HE such as Higher Apprenticeships and work-based learning.</li> <li>• Provide briefings to professional engineering institution staff and volunteers as required.</li> </ul>	
<b>Internal contacts</b>	Engineering Council staff and volunteers
<b>External Contacts</b>	Including professional engineering institutions, EAB members, university staff.
<b>Financial Responsibility</b>	None

<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 to produce readable, factual reports and other forms of documentation. <b>(Essential)</b></li> <li>• Analytical thinker with the ability to research, absorb and communicate sometimes complex information. <b>(Essential)</b></li> <li>• Ability to identify and respond to relevant key points in meetings and documents. <b>(Essential)</b>.</li> <li>• Ability to establish and maintain effective working relationships, dealing professionally and confidently with a range of people, some of whom may be more senior. <b>(Essential)</b></li> <li>• Good Microsoft Office skills including Word, Excel and PowerPoint. <b>(Essential)</b></li> <li>• Experience of using databases and the ability to exploit their features to full advantage. <b>(Desirable)</b>.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of the UK education system, especially HE <b>(Essential)</b></li> <li>• Experience of committee work <b>(Essential)</b></li> <li>• Experience in a similar role or organisation <b>(Desirable)</b></li> <li>• Experience of working in project teams. <b>(Desirable)</b></li> <li>• Knowledge of engineering profession and accreditation practice is an advantage <b>(Desirable)</b></li> </ul>
<b>Key Behavioural Competencies</b>	Able to demonstrate Engineering Council competencies particularly <ul style="list-style-type: none"> <li>• Ability to work on own initiative but within a team environment.</li> <li>• Ability to manage own time effectively and efficiently, prioritising where necessary to meet deadlines, and with minimal supervision.</li> <li>• Methodical, ability to plan and follow through.</li> <li>• Attention to detail, including in written work.</li> <li>• Ability to develop, influence and maintain effective relationships internally and externally.</li> <li>• Confident to present in a variety of fora.</li> <li>• Continuous improvement - proactive in seeking to improve processes.</li> <li>• Acquiring, developing and applying specialist knowledge and understanding.</li> <li>• Striving to achieve results</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A graduate <b>(Desirable)</b></li> </ul>