

## EDUCATION AND SKILLS EXECUTIVE

### Job Details

Reports to:	Education & Skills Manager
Accountable to:	Head of Professional Standards
Hours:	35 hours per week, exclusive of meal breaks, plus as many as required to fulfil the needs of the post
Grade:	D, salary circa £36k
Location:	Central London
Start Date:	January 2019, subject to negotiation with the successful candidate
Duration:	Permanent

### Job Summary

The Education and Skills Executive is responsible for the delivery of professional standards activities underpinning vocational and technical pathways to registration.

This varied role includes:

- providing Secretariat and expertise to meetings,
- guidance to professional engineering institutions and prospective registrants,
- tracking and responding to developments in UK and international education and apprenticeships,
- and working with our partner organisations.

We consider this to be an important role supporting the maintenance of professional standards within the engineering profession in the context of significant external change.

Reporting to the Education and Skills Manager, the successful candidate will also work with the EQA Executive and the International Affairs Manager, providing timely and accurate advice to UK and international partner organisations, and ensuring that processes are well-documented and working efficiently.

The post holder will need to be comfortable communicating with people at all levels within and external to the Engineering Council.

This role requires a high level of enthusiasm and commitment, in return the successful candidate will benefit from opportunities to gain experience and knowledge across a range of activities in a small organisation.

## Main Duties and Responsibilities

Responsible for:

- Planning and supporting meetings of the Engineering Apprenticeships and Technician Qualifications Forum (EATQ) and other committees/working groups; producing agendas, papers, reports and minutes; briefing Chairs and committee/panel members as required; and delivering actions.
- Tracking developments in UK and international apprenticeships, vocational and technical education, including associated policy keeping internal and external colleagues informed, and making suggestions for Engineering Council and EATQ activity where appropriate.
- Providing briefings to professional engineering institution staff and volunteers as required.
- Contributing to the development of standards, processes and guidance.

Other duties include:

- Answering enquiries, including to give advice and guidance on routes to professional registration.
- Working with the EQA Executive and the International Affairs Manager to support Engineering Council engagement with external stakeholders including international partners.
- Using and contributing to development of the Engineering Council qualifications database.
- Producing content for external communications, including webpages.
- Working with Marcomms on activities to encourage growth in professional registration.
- Representing the Engineering Council at external meetings and building strategic relationships.

This role profile is intended as a general guide to the scope of the post and may change in line with business needs or at the request of the line manager.

## Person Specification

### Essential Criteria

- Ability to work on own initiative, within a team environment.
- Organisational skills, including to prioritise activities.
- Ability to establish and maintain effective working relationships with a range of internal and external contacts.
- Ability to organise meetings and provide secretariat, including production and dissemination of papers and minutes.
- Ability to produce quality written documentation including minutes, papers etc with high attention to detail.
- Ability to identify and respond to relevant key points in meetings and documents.
- Ability to develop and maintain up to date knowledge of the vocational education, apprenticeships and professional skills development system
- Ability to represent the Engineering Council at external meetings and events.
- Good IT skills including use of databases and MS Office.

### Desirable

- Knowledge of the vocational education, apprenticeships and professional skills development system and/or engineering profession

## **Core (organisational) competences**

- Team player.
- Attention to detail/multi-tasking.
- Proactive in seeking to improve processes.
- Problem solving and analytical thinking.
- Effective communication.
- Striving to achieve results.
- Self-motivated learner.
- Acquiring, developing and applying specialist knowledge and understanding.

## **Qualifications**

A graduate or equivalent (desirable)

## **Line Management Responsibilities**

None

## **Delegated Authorities**

None

## **Financial responsibilities**

None

## **Key Contacts**

**Internal** – Engineering Council staff and volunteers.

**External** – include professional engineering institutions (PEIs), registered engineers, educational institutions, Engineering Professors Council, and the Royal Academy of Engineering.