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| **ROLE PROFILE** | | | |
| **Job title** | | Education and Skills Senior Executive (Higher Education) | |
| **Department** | | Professional Standards | |
| **Grade** | | D | |
| **Reporting To** | | Education and Skills Manager | |
| **Hours** | | Monday to Friday  35 hours per week - flexible with core hours of  10:00-16:00 as agreed by manager  (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*.*) | |
| **Location** | | Central London office and elsewhere for meetings, workshops and other work activities within the UK, which may require the occasional overnight stay. | |
| **Start Date** | | To be agreed | |
| **Duration** | | Permanent (subject to satisfactory completion of a probationary period) | |
| **Date last reviewed** | | September 2021 | |
| **Role Purpose:** | | | |
| The Education and Skills Senior Executive (HE) is responsible for the delivery of professional standards activities related to higher education and associated pathways to registration, with a focus on professional recognition (accreditation or approval) of higher level education, apprenticeship and development programmes | | | |
| **Scope** | |  | |
| *Key tasks, responsibilities and quality standards in meeting department purpose / objectives* | | | |
| * Be the subject matter lead on activities relating to professional recognition (accreditation or approval) of higher level education, apprenticeship and development programmes * Plan and support committee and working group meetings and accreditation visits; producing agendas, papers, reports and minutes; briefing Chairs and members as required; and delivering actions. * Contribute to collating and maintaining a repository of information and briefing materials on UK and international higher education, apprenticeships and skills, including associated policy, keeping internal and external colleagues informed. * Make suggestions for and deliver activity in response to internal and external developments. * Answer enquiries, including to give advice and guidance on routes to professional registration. * Provide briefings to professional engineering institution staff and volunteers as required. * Contribute to the development and implementation of standards, processes and guidance. * Work with colleagues to support Engineering Council engagement with external stakeholders including international partners. * Use and contribute to development of the Engineering Council recognised course search database. * Produce content for external communications, including webpages. * Work with Marcomms on activities to encourage growth in professional registration. * Represent the Engineering Council at external meetings and build strategic relationships. * Contribute to Professional Standards team and wider Engineering Council work as appropriate. * To comply with data protection legislation and act responsibly on matters of data disclosure both internally and to third parties. | | | |
| **Line management responsibilities** | | None |
| **Delegated authorities** | | None |
| **Internal contacts** | | Engineering Council staff and volunteers. |
| **External contacts** | | Including professional engineering institutions, registered engineers, education and training providers, Engineering Professors Council, RAEng. |
| **Financial responsibility** | | None |
| **Person specification:** | | | |
| **Personal competencies** | * Ability to work on own initiative, both at home and within a team environment (**Essential**) * Organisational skills, including to prioritise activities. (**Essential**) * Attention to detail, including in written work. **(Essential**) * Ability to establish and maintain effective working relationships with a range of internal and external contacts. (**Essential**) | |
| **Role Competencies** | * Ability to organise meetings and visits and provide Secretariat, including production and dissemination of papers and minutes. (**Essential**) * Ability to identify and respond to relevant key points in meetings and documents. (**Essential)** * Good IT skills including use of databases and MS Office. (**Essential**) * Ability to conduct research and analyse information. (**Essential)** * Ability to professionally represent the Engineering Council at external meetings and events, both online and face-to-face. (**Desirable**) * Knowledge of the UK education system and/or engineering profession, and/or practice in professional recognition (accreditation or approval) of educational programmes. **(Desirable)** | |
| **Organisational (core) competencies** | Able to demonstrate grade D competences particularly   * 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-learner * Acquiring, developing and applying specialist knowledge and understanding | |
| **Qualifications** | A graduate or equivalent (**Desirable**) | |