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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.
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| **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**)
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| **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)**
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| **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
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| **Qualifications** | A graduate or equivalent (**Desirable**) |