

ACCREDITATION AND HIGHER EDUCATION EXECUTIVE

Job Details

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| 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 £35-36K |
| Location: | Central London, with UK travel |
| Start Date: | Subject to negotiation with the successful candidate |
| Duration: | Permanent |

Job Summary

The Accreditation and Higher Education Executive is responsible for the day-to-day operation of the Engineering Accreditation Board (EAB). This includes planning, organising and providing the secretariat for EAB meetings and typically 6-8 accreditation visits a year. Visits usually require overnight stays, normally of one or two nights' duration.

We consider this to be an important role as accreditation demonstrates that an engineering degree meets the high standards set by the engineering profession. Engineering Council standards are benchmarked to international frameworks and have been adopted by the QAA as the subject benchmark statement for engineering.

This varied role is additionally responsible for delivering the Engineering Council's Higher Education related activities, such as tracking developments in UK and international higher education, working with our partner organisations and managing the Engineering Council's database of accredited programmes.

Reporting to the Education and Skills Manager, the successful candidate will also work with other colleagues, 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, and to travel as needed including for accreditation visits.

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 EAB meetings and accreditation visits; producing agendas, papers, reports and minutes; briefing Chairs and committee/panel members as required; and delivering actions.
- Providing secretariat for other committees and working groups as required.
- Tracking developments in UK and international higher education and skills areas, keeping internal and external colleagues informed, and making suggestions for Engineering Council and EAB activity where appropriate.
- Providing briefings to professional engineering institution staff and volunteers as required.
- Overseeing the operation of the Engineering Council accredited courses database and contributing to its development as a senior user.

Other duties include:

- Producing content for external communications, including webpages and the periodic HE bulletin.
- Representing the Engineering Council at external meetings and building strategic relationships.
- Working with the International Affairs Manager to support Engineering Council engagement with international partners.
- Answering enquiries (some of which may be complex) from professional engineering institution staff, volunteers, registrants, students, international partners and others.
- Contributing to the development of standards, processes and guidance.
- Contributing to Professional Standards team and wider Engineering Council work as appropriate, including that related to higher education, higher apprenticeships and higher-level skills in the UK and internationally.
- Undertaking any other duties and projects at the request of senior colleagues.

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.
- Ability to establish and maintain effective working relationships with a range of internal and external contacts.
- Organisational skills, including to prioritise activities.
- Ability to produce quality written documentation including minutes, papers etc with high attention to detail.
- Ability to organise meetings and visits and provide secretariat, including production and dissemination of papers and minutes.
- Ability to identify and respond to relevant key points in meetings and documents.
- Good IT skills including use of databases and MS Office.
- Able to travel independently for accreditation visits and other meetings/events involving overnight stays.

Desirable

- Able to represent the Engineering Council at external meetings and events with confidence and credibility.
- Knowledge of the UK education system and/or engineering profession, and/or accreditation practice.

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, university staff, Engineering Professors Council, and the Royal Academy of Engineering.

Benefits

28 days holiday plus bank holidays
Contributory pension scheme, 10% employer/5% employee
Life assurance
Dental and health insurance (after six months)
Season ticket loan

Next Steps

If you are interested in applying for this vacancy please send your CV and a covering letter setting out your suitability for the role to hr@engc.org.uk

Closing date for applications is Friday **15 November 2019**