# THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION

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<tr>
<th><strong>Job Title:</strong></th>
<th>Head of Education &amp; Professional Development</th>
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<td><strong>Reports to:</strong></td>
<td>Director of Education &amp; Membership</td>
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## Job Purpose
- Develop and promote clear pathways to professional registration
- Identify opportunities to expand CIHT’s education and professional development provision
- Lead on the development of new education and professional development products
- Ensure compliance with regulatory body requirements
- Participate in accreditation activities under the Joint Board of Moderators
- Manage the performance and business reporting of the areas covered by the post
- Advise the Education Board on national education initiatives including associated opportunities and risks
- Act as the key contact for CIHT’s Research & Education Partners
- Deputise for Director of Education and Membership as appropriate

## Key Contacts
The post holder will:
- Support the Director of Education and Membership and work closely with other directors, managers and all CIHT staff.
- Liaise with CIHT Regions and Nations on education and professional development matters
- Work closely with members of relevant CIHT Boards and Panels
- Build relationships with senior external contacts in academia and regulatory bodies.

## Key Responsibilities
The post holder will:
- Put in place systems and processes to develop, agree and deliver both a forward plan and a reactive capability to produce education and professional development outputs in line with CIHT business plans.
- Support the Director of Education & Membership to develop business cases for new education and professional development products and services
- Manage available resource both internally and externally to deliver agreed outputs within the specified timeframe
- Report on all aspects of progress on the delivery of business plans, identifying risks and future resource requirements to the Senior Management Team and relevant Boards and Panels
- Act as Secretary to the Education Board
- Proactively liaise with other managers across CIHT to ensure delivery of business plans and achievement of corporate targets
- Proactively engage with CIHT members and partners to develop and deliver services that add value to the membership offer
- Work with CIHT’s Research & Education Partners to facilitate knowledge sharing and raise CIHT’s profile in the Higher Education sector.
- Represent CIHT on the Joint Board of Moderators, including taking part in accreditation visits, writing reports, attending JBM Board and committee meetings and reporting back to the Education Board on changes to accreditation policy
- Proactively engage with external organisations to promote the work of CIHT, gather and share examples of good practice and establish the Institution as the leading professional development organisation in the sector
- Ensure full utilisation of the CRM to gain maximum efficiency in respect of education and professional development processes.
- Act as CIHT’s key contact for education and professional development matters, delegating tasks and escalating issues to the Director of Education & Membership, as appropriate.

## Dimensions
The post holder will have line management responsibility for the Education team (currently 2 FTE staff)
## Personal specifications

**Required:**
- Degree level or higher standard of education.
- Comprehensive experience in developing and delivering professional qualifications and professional development schemes.
- Significant previous experience operating proactively within a committee-based governance structure (gained within a professional body, academic institution, awarding body, charity environment or the like).
- Demonstrable knowledge of post-16 education policy in the UK.
- Experience of business planning and budget development and management.
- Experience of staff management.

**Desirable**
- Training and development qualification.
- Experience gained in an engineering, construction or transport planning environment.

## Skills and competencies

- **Attitudes & Responsiveness** – Adopt a positive attitude to engagement with a wide range of individuals.
- **Personal Organisation & Delivery** – Comfortable with taking forward multiple issues concurrently. Ability to plan activities clearly for themselves and others in a sustained way. The post holder will have excellent communication skills and the ability to produce high-quality written output in a range of styles. They will be comfortable presenting to different audiences.
- **Using Knowledge & Expertise** – Have the ability to link issues across different areas for effective output by continuing their own professional development, recording knowledge for others to use and passing knowledge and expertise on to others. They will be confident in understanding new subject areas and developing ideas. They will be competent across a range of IT packages.
- **Developing Ideas / Problem solving** – Able to lead a team approach to developing ideas and problem solving whilst achieving agreed outputs.
- **Cross Team working** – Be comfortable with cross team working to achieve outcomes for CIHT and will actively encourage working across teams.
- **Building & managing relationships with key stakeholders** – Have significant experience and skills in developing relationships with senior stakeholders across external organisations and in similar bodies to CIHT.
- **Strategic thinking & decision making** – Able to contribute to the strategic development of CIHT. They will be comfortable in taking decisions at an appropriate level but will be experienced in recognising when issues need to be raised with others.
- **Managing & Developing performance** – Comfortable in managing staff and improving performance within the frameworks set out by CIHT. They will be proficient in developing and delivering all aspects of business performance updates in the areas they manage.

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November 2020