

THE CHARTERED INSTITUTION OF HIGHWAYS AND TRANSPORTATION

Job Title:
Professional Development Officer
Salary:
£34,000 p.a
Reports to:
Education & Training Manager
Job Purpose
To develop, administer and promote CIHT's: <ul style="list-style-type: none"> • CPD policy and provision • Professional Development Framework • input to apprenticeships in the Highways & Transportation sector • careers material
Key Contacts
CIHT members; corporate, public sector and education partners; external training providers; Engineering Council; Institute for Apprenticeships; other professional bodies, relevant government Departments/agencies
Key Responsibilities
<p>Continuing Professional Development:</p> <ul style="list-style-type: none"> -To ensure that CIHT's approach to CPD remains in line with current best practice -To administer the annual review of CPD records -To embed and operate a system to accredit organisations offering Highways & Transportation related training -To service meetings of the CPD Panel -With the Communications team, to promote CPD to individual members and partner organisations. <p>Professional Development Framework (PDF):</p> <ul style="list-style-type: none"> -To embed and operate a system to support the administration of the PDF -To act as the key contact for users of the PDF -To service meetings of the PDF Steering Group -With the Marketing and Communications team, to promote the PDF to individual members and partner organisations. <p>Apprenticeships:</p> <ul style="list-style-type: none"> -To engage with employers and training providers delivering apprenticeships in Highways and Transportation to promote CIHT Apprentice membership and End Point Assessment services -To set up and operate a system to support the administration of End Point Assessments -To ensure that CIHT's approach to End Point Assessment remains in line with Institute for Apprenticeship requirements and current best practice. <p>Careers:</p> <ul style="list-style-type: none"> - To facilitate the development and dissemination of CIHT careers materials. - To service meetings of the Careers Steering Group. <p>General:</p> <ul style="list-style-type: none"> -To produce papers and reports and make presentations on issues related to professional development for CIHT committees, senior managers, ad-hoc working groups and external audiences, as required -To represent CIHT at external meetings, as required. <p>Other duties within the competence of the job holder as required by the Institution.</p>
Person specification
<p><i>Essential</i></p> <ul style="list-style-type: none"> - Educated to degree level or equivalent. - Logical, structured and meticulous with a high degree of accuracy and attention to detail - Varied administrative experience demonstrating an ability to take responsibility for projects or task, prioritise effectively, work autonomously where required and use initiative to achieve desired outcomes.

- Flexible approach to work – willingness to learn new skills
- Used to handling confidential personal information
- Understands the concept of Life Long Learning and Continuing Professional Development
- Knowledge of the current requirements relating to the development and delivery of apprenticeship schemes.

Desirable

- Experience of developing and/or delivering professional development programmes
- Experience of contributing to and supporting marketing campaigns
- Experience of using a CRM database.

Skills and competencies

- Excellent interpersonal skills
- Ability to develop and present ideas clearly, both orally and in writing.
- Ability to develop and implement administrative systems to support process/product delivery
- Ability to produce good quality reports and minutes for committees in a timely manner
- Ability to deliver a consistently high level of customer service
- Ability to organise and prioritise work effectively to meet agreed outcomes
- Proficient user of Microsoft Word, Excel and Outlook.

December 2018