



## **Engineering Professors' Council (EPC)**

*Executive Director 0.5 FTE*

*Home based preferably in London/South East England*

### **Purpose of the job**

- To raise the profile of the Council across all relevant stakeholder groups to serve the interests of the membership.
- To act as the Council's key senior ambassador in its external relations with other organisations.
- To work with the EPC's Executive Committee to achieve the objectives of the Council and to ensure that the Directors are equipped to carry out their statutory responsibilities.
- In conjunction with the Committee, to proactively develop the strategy of the EPC and its underpinning funding in the furtherance of its objectives

### **Main duties and responsibilities**

#### **External ambassadorial and business development role**

- To act as key ambassador and representative of the Council externally.
- To facilitate proactively, the Council's interaction with its collaborators and other organisations/bodies which have an influence on the operation or future development of the Council.
- To develop a network of external advice to enhance the ability of the Council to achieve its strategic objectives.
- To seek opportunities to expand and promote the role of the Council through a programme of external events and other activities such as representation on working groups, panels etc
- To promote actively the work of the Council through a variety of media to create a greater awareness of its existence and agenda.
- To engage, consult and solicit the views of the membership in support of their objectives and ambitions.

#### **Organisational governance**

- To work with the Committee and Directors of the Council on all matters relating to the discharge of their responsibilities to ensure that appropriate and timely information is available to them:
  - The legal and regulatory framework of the higher education sector and company law
  - The proper financial management of the EPC's resources.
  - The proper conduct of the Annual General Meeting, approval of the annual accounts and returns to Companies House.

- To work with the Committee and Directors on the development of their strategic vision for the Council and to ensure that the appropriate information and reporting is made available to them to allow the monitoring of progress.

### **Day-to-day management and administration**

- To be proactive in scanning the external environment as it relates to the delivery of engineering higher education and bringing to the Committee's attention any matters which require its consideration, input or decision.
- To ensure that the Committee, sub Committee and working group meetings are appropriately organised and serviced.
- To draft policies and position statements for consideration and approval by the Committee or its delegated sub Committees as appropriate.
- To develop and ensure the appropriate enactment of processes and procedures to ensure the efficient financial and operational administration of the Council's work.
- To propose, seek approval for and manage the annual operational budget and, together with the Honorary Treasurer.
- To be responsible for the appointment and management of the Council's staff and, in conjunction with the Honorary Secretary, for ensuring that appropriate personnel policies and procedures are in place and updated as required by employment law.
- To be responsible for ensuring that appropriate policies and procedures on other matters, such as health and safety are in place and reviewed regularly in line with regulatory and legal requirements from time to time.

### **Person Specification**

#### **Essential**

- Graduate in a STEM discipline (or demonstrable empathy with and understanding of STEM disciplines)
- The ability to write good English for a range of purposes, ranging from responses to official consultations, grant proposals, reports, minutes of meetings and correspondence as well as articles for websites, newsletters and journals.
- Excellent oral communication, influencing and presentation skills commensurate with a senior ambassador for an organisation with a national profile. Demonstrable ability to relate well to a variety of people ranging from government ministers and senior civil servants to current engineering students.
- Self-starting and capable of acting with minimal support and supervision, willingness to travel.
- Unafraid of accurate and detailed, hands-on work. Flexible, "can do" approach.
- Skilled user of Microsoft Office and social media for business purposes.

#### **Desirable**

- Relevant postgraduate or professional qualification.
- Knowledge of a range of relevant data sources such as the Higher Education Database for Institutions, UCAS, DLHE, NSS etc.
- Experience in marketing and/or business development.
- Skilled user of survey software and Wordpress



## **Engineering Professors' Council (EPC)**

### **The Council**

The EPC has been representing the interests of engineering in Higher Education since 1994. Virtually every university in the UK that offers engineering degrees is a member, along with the Royal Academy of Engineering, and pays an annual subscription. However it is the individual academic staff that act as members and participate in our activities and we represent over 6,000 individuals.

A very active Executive Committee, the members of which are senior members of the academic community all have busy day jobs, leads the EPC; they are supported by the secretariat, comprising an Executive Director, Policy/Research Officer (new post) and Administrative Officer. All three members of staff work part time. It communicates regularly with the body of its membership through:

Its web site <http://epc.ac.uk>  
Annual General Meeting and Congress  
One day single issue meetings  
EPC representatives in each institution  
A range of social media and online newsletters.

### **The Council's objectives**

- To promote all aspects of engineering education and research in universities and to encourage interaction between engineering professors and industry, commerce, the civil service, government ministers, senior politicians, relevant government bodies and the armed services.
- To provide senior engineering academics, particularly heads of department and managing Deans with an effective way of keeping up to date with HE issues that affect their career and their ability to do their job.
- To represent the views of engineering academics to those who form higher education policy
- To provide the opportunity for individual academics to influence HE policy
- To work with a wide range of national and international bodies to enhance the position of engineering HE in the UK.
- To provide career development opportunities and a community of support to its members.

EPC is active in ensuring that its members' views are heard on current issues. Recently it had discussions with BIS about the future funding of postgraduate students, capacity in engineering departments and the implications of changes in the visa arrangements for both staff and students. We aim to be able to look at policy development and ensure that the potential impact on engineering is assessed and clearly represented.

This post is to replace our current Executive Director who will be moving on to take up a charity CEO role after an extremely successful four years for the Council.

The person appointed will have a real opportunity to take the development of the EPC to the next level as it prepares to meet the challenges of the new environment for HE in the UK. The work involved is extremely varied and includes the organisation of meetings, contacts with senior politicians and networking with a wide range of other organisations with an interest in engineering HE. The EPC secretariat comprises three part time home-based staff so there is a need for flexibility in terms of both hours worked and the duties undertaken. Inevitably the work has peaks and troughs and it is expected that the post holder will be sufficiently flexible so as to ensure that they are available to ensure that the Council's needs are met.

#### **Sick Leave**

Whilst employees should not work whilst they are sick the flexible nature of this post means that in many cases it will be possible to complete the week's contracted hours by working around a period of sickness. In such a case there are no deductions for sickness, though of course a record is kept of sick days.

For longer periods of sickness different procedures are adopted, for absences of 1 to 7 consecutive calendar days then the employee can self certify their illness. For longer periods a medical certificate is required as evidence that they were unfit for work during the period concerned and they will need a statement of fitness to work before resuming their duties.

At any time an employee may be asked to visit a specialist for an assessment of their fitness to work or to obtain such a statement from their GP.

#### **Pension**

An amount equivalent to 10% of the salary paid will be paid into a suitable personal pension scheme of the employee's choice.

#### **Salary**

The post is offered on a part time (0.5 FTE) basis and the salary will be pro-rata of £46,414 (that is pt 43 on the unified scale for Higher Education staff).

#### **Applications**

Applicants should send a CV and covering letter to:

Susan Kay  
Executive Director  
Engineering Professors' Council  
PO Box 789  
Godalming  
GU7 9FW  
[s.kay@epc.ac.uk](mailto:s.kay@epc.ac.uk)

**The closing date is midnight on 6th May, 2016.**