

JOB TITLE:	QUALIFICATIONS LIAISON MANAGER – LDN STH
JOB HOLDER:	VACANT
DATE UPDATED:	JANUARY 2022
REVISION (HR Office Use):	VERSION 1

1 MAIN PURPOSE OF THE JOB

- To collaborate with regions hubs and staff members in order to carry out the Strategic Education Engagement Model objectives:
- To work with further and higher education to embed programmes and membership routes into further and higher education courses
- To promote CIOB qualifications to students, apprentices and academics
- To work with the regional LEPs and Mayoral Groups to promote the strategic importance of construction management and the CIOB qualifications in alignment with the policy officer role
- To work with stakeholders, employers and education providers to develop qualifications and apprenticeships that meet the needs of local businesses
- To promote the construction industry and routes into professional roles to young people in schools, university technical colleges and colleges
- To support and educate the super region team to promote member growth and retention through education initiatives

2 POSITION IN ORGANISATION

- Reports to the Senior Qualification Liaisons Manager UK
- Works closely with the Accreditation Manager, Head of Qualifications and Head of Quality Assurance to embed the CIOB Standards in Education Programmes in Further and Higher Education and the Training Programmes of Construction Companies
- Works with the Policy Department to improve recognition of the CIOB qualifications
- Works with the members and CIOB staff in the China region to disseminate professional development products and qualifications.
- Works with the Regional Manager, Business Development Manager and Apprenticeship Manager, to promote membership among education institutions, academic staff and students

3 DIMENSION & LIMITS OF AUTHORITY

No line management responsibilities.

4 SKILLS & EXPERIENCE

- Ideally educated to degree level or possessing equivalent experience; with significant experience in an education environment and in promoting education products and qualifications.
- Experience of working directly with students, graduates, university management and academic staff and other customers to provide information and advice on qualifications and professional roles in construction.
- Excellent presentation skills and the ability to work with stakeholders at all levels to meet skills needs and promote CIOB qualifications and programmes.
- Experience of training and implementing education programmes, developing products and standards.

5 DUTIES & KEY RESPONSIBILITIES

MANAGING EXISTING EDUCATION RELATIONSHIPS 70 %

- To raise the profile of education products and qualifications among education providers and employers.
- To provide training to education establishments and employers for the delivery of CIOB programmes and assessments including the Professional Review.
- To provide support and training to colleges and training providers for the delivery of CIOB qualifications.
- To support students and candidates undertaking CIOB programmes.

DEVELOPING NEW EDUCATION RELATIONSHIPS 20%

- Scope opportunities to develop new relationships with Higher Education Institutions offering Built Environment courses, with the objective of promoting Academic and Student membership, and the development of Tomorrows Leaders communities and other stakeholders.

PRODUCT DEVELOPMENT 10%

- To work with local stakeholders, the Head of Qualifications, the Policy team and the CIOB Academy to identify opportunities, develop skills strategies and localise products that meet the needs of construction professionals in preparing to work.

This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.