

Job Profile

Skills and Standards Manager

Location	Solihull
Reports to	Director of Membership & Strategic Engagement
Hours	Nominally 37 hours but operationally available at all times to meet company requirements
Contract	Permanent
Constraints (travel/ base/ working patterns etc)	You are expected to attend our offices for a minimum of 2 days per week and as required by the Company, for the proper performance of your duties or for specific meetings, events or training.
Salary	£65,000 plus bonus eligibility, contributory pension, life assurance and further benefits
Date	December 2024

About us

Everyday over 68 million people in the UK rely on the energy and utility industries to provide services that are essential to the health, safety and prosperity of every person and business in the UK.

Energy & Utility Skills is at the forefront of ensuring the energy and utilities industries in the UK are equipped with a skilled, safe and sustainable workforce necessary to meet the country's growing demands.

We are a trusted partner to industry leaders, working collaboratively to identify and overcome skills challenges while supporting the transition to a greener and more sustainable future. Our focus is on employers to secure the talent they need by offering expert solutions in training, skills development and workforce assurance.

About the role

Working across our industry with key stakeholders, the Skills and Standards Manager will be responsible for managing the development, operational delivery and governance of our occupational mapping and standard setting activities, to meet the sector's workforce and skills requirements.

As the standards setting lead, you will engage with and convene a wide range of internal and external stakeholders at all levels to ensure industry role competencies and standards are established and maintained across the UK. You will also be

responsible for providing industry-related insights to inform our commercial and project opportunities.

About you

To succeed in this role, you will have demonstrable experience of working with employers and key stakeholders in establishing occupational competence requirements and/or industry standards, within a regulated environment.

Collaborative and organised in your approach, you will have a track record of building and maintaining effective employer and stakeholder relationships at all levels and be able to manage multiple work programmes to challenging timeframes. You will also have experience of leading and developing high performing teams.

A clear communicator, you will be able to present and undertake public speaking with ease and credibility. You will be able to make a positive impression on others and influence key stakeholders at a senior level.

Key Responsibilities:

The establishment and delivery of the Energy & Utility Skills Standard Setting function

- Establish and oversee the organisation's approach to standard setting, incorporating all aspects of delivery across the business, and ensuring regulatory requirements are met in this area of our work, including National Occupational Standards (NOS), apprenticeship and qualification standards across the UK.
- Manage the delivery of occupational competence mapping to include the evaluation and roll out of our pilot.
- Oversee the effective delivery of the Gas Safe Register standard-setting function.
- Ensure consistency of approach in the development of NOS and apprenticeship standards/frameworks, engaging with officials across the UK governments as appropriate.
- Engage with combined and mayoral authorities, to ensure alignment of regional training and recognised industry standards.
- Engage with an effectively manage key stakeholders including government, regulators and Awarding Organisations.

Manage the development and delivery of occupational mapping

- Manage the delivery programme for all occupational mapping (OM) activity to across the business.
- Convene and collaborate with employers to secure consistency of approach on OM and subsequent standards setting activity.
- Establish and manage the supporting governance and reporting processes.
- Manage strategic and commercial partners to ensure effective delivery of competency mapping.

Industry Standards Governance Group Activity

- Act as Chair for the new standard setting groups across Water, Power, Gas and Waste & Recycling industries.
- Manage the delivery and reporting of supporting projects, working closely with the Project Management Team to ensure effective delivery on time and to budget.
- Provide timely report and tracking of all activity through CRM.
- Represent the business at industry events and conferences.

Commercial Development

- Identify and review customer insights, working with internal stakeholders to consider potential projects and commercial opportunities.
- Understand outside influences (political, financial, regulatory) and their potential impact, recognising areas of growth and opportunity but also those of decline and risk to the standards setting function.

Job Holder Specification

Specification	Essential	Desirable
Experience		
Track record of building and maintaining effective customer and stakeholder relationships up to and including senior levels.	✓	
Extensive experience in a senior role in regulated qualification/assessment development and/or occupational standard setting.	✓	
Experience of leading and developing high performing teams.	✓	
Demonstrable success in efficiently delivering strategic work programmes and delivering to challenging timeframes.	✓	
Experience of convening key strategic groups to identify and address customer (skills) challenges.	✓	
Knowledge and experience of establishing performance reporting systems and managing performance against these.	✓	
Knowledge of and experience of using IT to report/ track and present data including effective use of CRM.		✓
Understanding of the energy and utilities sector and the workforce/skills issues affecting it.		✓
Competencies & Skills:		
Relating and Networking: able to establish good relationships with customers and colleagues; highly collaborative and able to build wide and effective networks and contacts internally and externally, relates well to people at all levels, manages conflict, listens and is self-aware	✓	
Presenting and communicating information: able to speak and write clearly and succinctly, writes convincingly, presents and undertakes public speaking with skill and confidence, responds quickly to audience needs and projects credibility	✓	

<p>Delivering results and meeting customer expectations: focuses on customer needs, sets high quality standards, works in a systematic way and consistently achieves objectives set.</p>	✓	
<p>Persuading and Influencing: able to make a positive personal impression on others, gain clear agreement and commitment from others by persuading and negotiating, promotes ideas on behalf of self and others</p>	✓	
<p>Planning & Organising: Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; manages time effectively; identifies and organises resources needed to accomplish tasks; monitors performance against deadlines and milestones.</p>	✓	

Our Values

Together

We are stronger, collaborating internally and externally to deliver success as one high performance team.

Credible

As specialists, we are trusted to provide thought leadership, the skills voice for Industry and skills solutions for energy and utility industries.

Making A Positive Difference

A great place to work, we individually and collectively play a key role in shaping a greener world.