



JOB DESCRIPTION

Job Title	Head of Technical Education
Department	Technical Education & Training
Reports to	Technical Director
Staff Responsibilities	TBA
Hours of Work	Full-time (flexible working 5 days a week) 40 hours per week. Job share part-time may be available.
Location	Remote (home) working with UK and some international travel.
Salary Range	£50-75k depending upon qualifications and experience.
Summary of Position	The Head of Technical Education (HoTE) will take responsibility for managing the Institution's existing suite of education programmes and courses. Working with the Technical Director and wider team, the HoTE will play a central role in developing and to growing the Institution's range of technical courses in line with UK industry and international demands.

Primary Responsibilities

Lead the review of technical programme/course content to ensure it is and remains accurate, valid, appropriate, and relevant to industry practice.	Manage technical lecturing staff. Lead recruitment, development and retention including succession planning.
Plan the schedule of courses including allocation of education and training staff in conjunction with the Operations team.	Liaise with existing and potential clients and customers to understand emerging demand for new and existing courses and translate that demand into proposals for new courses and adjustments to those existing.
Carry out quality reviews and audits of the PWI education provision including managing the internal moderation and external examiner processes.	Design programmes and courses in line with Higher Education criteria and UK-SPEC. Liaise with UK Universities and the Institution's Registration team.
Engage and represent the Institution in academic reviews of UK education provision including new further and higher education frameworks and apprenticeships.	Member of the Institution's Academic Panel and its Professional Development Committee. Represent the PWI in JBM activities.

Personal Specification

Essential	Desirable
Qualifications and Training	
<ul style="list-style-type: none"> • Sound technical background in infrastructure engineering at masters degree or equivalent level • Active management of personal PDP and CPD activity. • Advocate for engineering education. 	<ul style="list-style-type: none"> • A Chartered Engineer with the PWI or an equivalent licensed engineering institution, or working towards that level • A teaching qualification such as PGPLT, PGCE or FHEA or equivalent experience in technical education and training. • Advocate for the railway industry.



Knowledge	
<ul style="list-style-type: none"> • Good understanding of UK national qualifications framework, and of the UK professional standards framework for those supporting learning • Conversant with the Engineering Council's AHEP requirements. 	<ul style="list-style-type: none"> • Understanding of work management within the railway engineering sector. • Good understanding of the structure of the UK railway industry and its supplier base. • Able to speak knowledgeably on rail industry issues of the day, including technical, organisational, and governance and regulatory matters.
Experience	
<ul style="list-style-type: none"> • Experience in developing and delivering technical/engineering education/training programmes up to Level 6. 	<ul style="list-style-type: none"> • Experience of railway engineering - in design, delivery, and/or research roles • Significant record of activity within the PWI and of promoting the Institution within the railway industry.
Qualities and Attitude	
<ul style="list-style-type: none"> • A forward-thinking senior management approach • Positive, self-motivated, independent • High level of integrity and initiative • Enthusiastic, proactive and results driven • Able to motivate and work with experienced engineers and technicians (who may be paid or volunteer) undertaking technical work for the Institution • Able to manage stressful situations, work under pressure and prioritise. 	
Product Knowledge	
<ul style="list-style-type: none"> • Microsoft office suite e.g Excel, Word. 	<ul style="list-style-type: none"> • Microsoft Teams

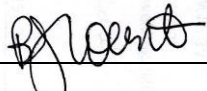
Competencies

Behavioural	
Teamwork	Works well with others. Supports group decisions and puts group success ahead of own goals.
Leadership	Motivates and inspires others, acts with empathy and compassion and embraces diversity.
Customer service	Approachable and willing to help others
Results orientation	Proactive and results-driven and will take the necessary steps to achieve set goals or targets.
Communication	Can express themselves in a positive and clear manner, both when speaking to people and in writing. An empathetic listener able to carefully question and probe to fully understand others' technical knowledge and experience, and to translate that knowledge and experience into a structured form that can be readily assimilated.
Technical	
IT skills	Competent with Microsoft Office suite.



THE PWI

Prepared by

Name	Brian Counter	Signature	
Title	Technical Director	Date	25.11.2024

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the business. The post-holder will be expected to participate in this process, and we would aim to reach agreement on any changes.