

ROLE PROFILE

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| Role: | ACE Project Manager |
| Reports To: | Director of Learning & Assurance |
| Role Profile dated | April 2025 |
| Signed as approved and correct by line director | Chris Mann |

This role profile consists of two sections:

- The **Job Specification** sets out the purpose, business outcomes and key responsibilities.
- The **Person Specification** sets out the qualifications, experience and behaviour expectations.

Job Specification

Role Purpose:

1. Develop the Assuring Competence in Engineering (ACE) card scheme so that it meets the industry's competency validation and assurance needs and fulfils the requirements of CSCS.
2. Develop/ update existing processes and systems for card applications and validation
3. Establish a new fit for future governance structure to assure oversight and technical approval of verifiable competence assurance
4. Relationships manage various tiered stakeholders associated with the ACE scheme
5. Promotion and communication of the ACE scheme across the industry with the aim of expansion
6. Own the scheme, being the owner through its development into BAU including managing existing and future contracts

Business Outcomes:

To be successful, the ACE scheme product owner must:

- Proficiently uncover and understand the limitations of the existing ACE scheme and propose solutions to ensure the scheme better serves the industry's competence assurance needs whilst being compliant with contractual and emerging requirements.
- Procure services and systems that are necessary to meet the scheme's needs
- Positively engage with all relevant external stakeholders, gaining consensus and support from key stakeholders including senior representatives from:

The Capital Projects Client Group
 Construction Skills Certification Scheme (CSCS)
 Engineering Construction Industry Association
 National Joint Council for the Engineering Construction Industry
 GMB
 Unite the Union
 Other employer and client representatives as appropriate.

- Create accurate, trackable and communicable schedules and plans to meet the schemes emerging and immediate needs
- Design, document and communicate efficient processes, including scheme Standard Operating Procedures and rules
- Develop and communicate a plan for the scheme's development and transition
- Manage the scheme operation overall to effectively support
 - CSCS audit requirements
 - CSCS Alliance membership responsibilities.
 - Fraud investigations
 - Complaints
 - Invoicing

Key Responsibilities:

- Establish the user requirements of capabilities required to allow for successful scheme operation
- Identify and successfully manage all key stakeholders
- Ensure resource availability and allocation to support successful completion of project activities
- Communicate and manage a realistic plan through to BAU by Q1 in 2026, to allow successful implementation of the renewed scheme whilst managing any risk to our reputation across the Engineering Construction Industries.
- Financial management for the schemes operating costs
- Analyse, manage and track project/ product risk.
- Align risks within the ECITB's strategic risk management framework, to mitigate activities and provide escalating risks through the governance as required
- Ensure the integration of 3rd party systems, planning, documenting and monitoring tasks and activities throughout the project in line with the ECITB's Project Governance framework
- Close the realised project and handing over to colleagues as BAU owners.
- Responsibility to line manage any allocated resource to the ACE scheme during the projects live status

Role Parameters:

This role is a fixed term contract to be reviewed at 18 months.

It may require significant travel within the UK to engage with the key stakeholders and establish user needs.

A significant level of engagement with various internal and external stakeholders is required alongside close liaison with internal directorates including Regional Operations, the Awarding Organisation, IT and Learning & Assurance to ensure that the transformation meets the ECI's needs

It will require the management of multiple disciplines within the organisation. From system implementation, customer journey mapping, tendering, marketing and comms. Technical details will be complex at times.

It will require strong relationship management skills, effective problem-solving abilities, technical understanding and a pragmatic approach to establishing processes and procedures.

It will be required to comply with the ECITB Project Governance reporting requirements.

Person Specification

Experience & Qualifications

1. Degree level education, occupationally related relevant qualification or extensive experience in a similar role.
2. Extensive experience of working in either a Project Management or Product Management role including demonstrable experience of working effectively in a relationship and business management focused capacity.
3. Experience of managing business and organizational change
4. Experience of working in an educational, government, or non-profit environment is desirable but not essential.
5. Knowledge and understanding of software development, service and supplier management and integration of systems.
6. Knowledge of Government procurement practices.
7. Demonstrable experience in stakeholder management and risk management capability.

Core Competences

These competences apply to everyone working for the ECITB. They represent the behaviours that promote individual and corporate success and high achievement. They should be read in the context of each individual job and take account of the job's scope and level of responsibility and complexity.

1. Business Acumen

Understands general business and financial concepts. Understands the ECITB and the ECI business, and uses both general and specific knowledge to make appropriate judgements in decision making and dealing with employers and other stakeholders.

2. Delivering quality results

Maintains a high level of commitment to personally getting things done. Delivers results and takes personal responsibility for achieving outcomes. Works effectively with little direction, and is dependable and responsible. Strives for high quality and effective outcomes. Finishes what is started and demonstrates persistence.

3. Customer Focus

Understands that customers are internal and external. Understands customer business needs and provides appropriate solutions. Anticipates, listens to and values customers' needs, suggestions and feedback. Ensures own work output is aligned with customer (internal or external) and stakeholder needs and anticipates future requirements.

4. Planning & Organising

Demonstrates effective organising and planning skills according to organisational and role needs by defining objectives and anticipating needs and priorities. Sets and achieves realistic goals and effectively anticipates deadlines and delivers required results. Where required, liaises with colleagues to use available resources effectively to simultaneously handle several projects. Demonstrates good time management and prioritising skills to handle multiple tasks and deadlines, and develops contingency plans in anticipation of possible obstacles. Constructs realistic time frames for completion and monitors progress. Is able to effectively manage own time and where required, the time of others.

5. Teamwork and Collaboration

Works effectively and collaborates with others toward a common goal. Able to build and maintain cooperative work relationships with others, and values others' input. Completes own tasks for group projects in a timely and responsible manner and directly contributes to reaching the group goal. Assists others to support the group goals.

6. Problem Solving

Demonstrates sound ability to analyse and solve problems within scope of role, through careful rational evaluation of information, and consideration of possible alternatives and consequences. Capable of generating or contributing to effective solutions to problems. Avoids making snap decisions with little or no sound rationale. Able to apply analytical and creative skills depending on the nature of the problem, and persistence to work at the problem until it is resolved.

7. Leadership, taking responsibility

This is both leading others and self-leadership. Regardless of the personal level of seniority, is an active member of the team, taking responsibility, communicating and respecting others' opinions, recognizing opportunities to help out, and offering to take initiative to get things done. Setting a good standard for others to follow. Understanding the organisation's culture and people so that taking initiative is effective i.e. without stepping on toes. . Where leading others, setting clear vision and purpose, establishing realistic and measurable results expectations, building rapport and sense of team, holding self and others accountable, motivating others, and removing barriers.

8. Communication Skills

Communicates effectively, both verbally and in writing, to a wide range of different audiences in formal and informal settings so that the audience understands the message and a degree of influencing is achieved (as appropriate to the requirements of the role). Messages are clear and unambiguous, use of English is accurate, a professional business tone is adopted.

9. Professional behaviour

Conducts self in a responsible manner and treats others with respect. Responds to work-related problems, pressures, and obstacles in a rational and positive manner. Upholds ECITB's values, shows respect for diversity, and demonstrates a high level of integrity so that the ECITB 'brand' and reputation is enhanced. Demonstrates tenacity and resilience, supports colleagues, and is work-focused and reliable in working hours.

10. Delivering continuous improvement / adapting to change

Seeks opportunities to improve current processes, procedures, systems and methods to promote reliability, quality, and efficient output. Dedicated to the improvement of current work processes. Having a disciplined and detail orientation to own work and constantly looking for ways to improve or willing to alter current practice. Encourages others to apply similar discipline to achieve continuous improvement. Looks for new and innovative ways to deal with changing demands and achieve objectives.

Role Specific Competences

These are required to be successful in this role.

1. Influencing and Persuading

Convincing others to adopt a course of action, particularly if it is the longer term benefit of the industry or sector over short term benefit to an individual stakeholder. Able to understand the audience and modify the method of persuasion accordingly; backed up with a sound business case.

2. Business Development

- Identifying the opportunities for placing ECITB products into industry in both a commercial and non-commercial setting.

3. Project Management

Knowledge and experience of existing project management tools, techniques and methodologies, particularly stakeholder engagement, project risk, scheduling and cost control.