ROLE PROFILE

Role:	Head of Partnerships
Reports To:	Director of Funding & Partnerships
Role Profile dated	September 2025
Role Level	2

This role profile consists of two sections:

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

Job Specification

Role Purpose:

To lead ECITB's partnership and funding stakeholder engagement agenda—driving commercial innovation, regional skills transformation, and high-impact collaborations across industry and government. The role is pivotal in delivering ECITB's business plan objectives, expanding co-investment opportunities, and positioning ECITB as a trusted partner in the national skills ecosystem.

Business Outcomes:

To be successful in this role the Head of Partnerships must:

1. Translate ECITB's business plan into actionable partnership programmes.
2. Working with strategic leads to build trust-based relationships with senior stakeholders across industry, government, and regions.
3. Drive revenue opportunities, through developing and managing new relationships, secure external funding and leverage co-investment to scale ECITB programmes.
4. Use labour market data, skills forecasts, and stakeholder insights to inform partnership strategy.
5. Ensure partnerships reflect ECITB's commitment to equity, inclusion, and long-term value creation.

Key Responsibilities:

1. Strategic Execution

- Translate ECITB's business plan into actionable partnership programmes.
- Align partnership activity with the three strategic pillars: Deliver, Grow and Transform to drive strategic market expansion
- Prioritise initiatives that deliver measurable impact on training uptake, workforce diversity, and net zero readiness.

2. High-Impact Stakeholder Engagement

- Work with peers to build trust-based relationships with senior stakeholders across industry, government, and regions.
- Position ECITB as a convenor and co-investment partner, not just a funder.
- Navigate complex stakeholder landscapes, including devolved administrations, cluster leads, and asset owners in the engineering construction sector.

3. Unlock Funding & Co-Investment

- Secure external funding and leverage co-investment to scale ECITB programmes, through structured account management, business development and compelling proposal
- Work with stakeholder managers to identify alignment with UKRI, DfE, DWP, DESNZ, and regional growth funds.
- Shape compelling proposals with clear return on investment
- Proactively identify business development and high-value partnership opportunities, to drive robust revenue performance and work with colleagues to support them identifying these opportunities

4. Intelligence-Led Decision Making

- Use labour market data, skills forecasts, and stakeholder insights to inform partnership strategy.
- Anticipate future skills needs and position ECITB as a proactive solution provider.
- Monitor partnership outcomes and feed into board-level reporting and KPI dashboards.

5. Embed ESG & Social Value

- Ensure partnerships reflect ECITB's commitment to equity, inclusion, and long-term value creation.
- Co-design programmes that address regional disparities and support underrepresented groups.
- Integrate ESG metrics into partnership evaluation and reporting.

6. Represent ECITB with Authority

- Act as a strategic ambassador in forums, roundtables, and policy dialogues.
- Influence workforce development agendas at national and regional levels.
- Communicate ECITB's value proposition with clarity and credibility.

Role Parameters:

- Actively facilitate areas of collaborative working with the Commercial team, Heads of Regions and the Strategy & Policy Directorate

- Regular working with colleagues across the organisation, including occasional physical attendance at meetings and working groups in various locations across the country.

- Occasional working in London will also be required.

Experience & Qualifications

- Proven experience in strategic partnerships, funding strategy, stakeholder engagement, or programme development within public-private sectors

- Excellent communication skills, with the ability to produce clear and compelling written materials and engage effectively with senior stakeholders.

- Demonstratable ability to develop and execute successful external engagement strategies.

- Track record of building and maintaining relationships with diverse stakeholders, able to positively influence through securing trust and buy-in.

- Ability to work independently and manage multiple priorities in a fast-paced environment.

Desirable:

- Knowledge of the engineering construction sector and the challenges facing workforce development.

- Familiarity with Industrial Strategy, Spending Review, UKRI, DfE, DWP, DESNZ, and regional growth agendas

- Established network of contacts in government, industry, and the media.

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:

1. **Stakeholder Intelligence & Influence Mapping**

   - Demonstrates the ability to identify, analyse, and prioritise stakeholders based on power, interest, and strategic relevance
   - Uses influence mapping and engagement matrices to tailor approaches, anticipate risks, and align motivations with ECITB's objectives
   - Applies political acuity to navigate formal and informal networks, unlocking access to decision-makers and policy levers

2. **Collaborative Engagement & Value Co-Creation**

   - Builds trust-based relationships through transparent communication, shared purpose, and responsiveness to stakeholder needs
   - Facilitates co-design of programmes and initiatives that reflect regional priorities, ESG principles, and long-term value creation
   - Maintains credibility and legitimacy by embedding stakeholder feedback into delivery, governance, and impact reporting