

Job Description

Job Title:	Strategy Support Officer
Job Level:	6
Reports To:	Strategy Programme Manager
Role Profile dated:	June 2026

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 work as part of the Strategy team in developing and driving projects and initiatives that support delivery of the ECITB Strategy. The role will include a range of programme support, coordination, research, analysis and stakeholder engagement tasks, providing insight and practical advice that informs decision making towards meaningful impact across strategic priorities.

Business Outcomes:

To be successful in this role the post holder must:

1. Contribute to the delivery of the ECITB Strategy by progressing a range of strategic development activities and workstreams.
2. Increase the availability and quality of evidence, insight and intelligence to support decision-making and programme development.
3. Ensure effective project governance, planning and stakeholder tasks through the timely and accurate delivery of programme support activities.
4. Development of new ideas incorporating evidence-based insights and recommendations and translating these into practical proposals for delivery and scale-up.

Key Responsibilities:

1. Preparation of briefing notes, discussion papers, presentations and similar materials using colleague input and independent research to support strategic discussions.
2. Contribute to the development of strategic initiatives, pilot activity and programme work, including preparing internal project governance paperwork and supporting business case development.
3. Collaborate with the Strategic Delivery Lead on Competence, Transferability and Retention, and the Strategic Delivery Lead for Future Industry and Net Zero, to support the development and delivery of projects related to their work areas.
4. Stakeholder activities with internal colleagues, employers, training providers, government, and wider industry partners.
5. Undertaking research, gathering evidence and conducting analysis, and synthesising findings into clear insights and recommendations to inform strategic development and support team decision making linked to major programme and investment activity.
6. Supporting cross-organisational coordination linked to Strategy priorities and associated workstreams.
7. Providing project coordination support for strategic projects, including the ECITB project governance processes.
8. Monitoring workforce, industrial and skills trends to support future planning and development work.
9. Any other ad-hoc tasks.

Role Parameters:

- Home based with some travel to different UK locations. This role requires a Basic DBS check to be completed before employment can start.

Person Specification

Experience & Qualifications

- Experience and knowledge in sectors such as further education, the wider skills system, energy or engineering would be desirable.
- Excellent organisational skills with the ability to manage multiple tasks.
- IT skills, including Microsoft 365 packages such as Word, Excel, PowerPoint and Teams.
- Experience of undertaking research and data gathering.
- Proven ability to understand data from a wide range of sources.
- Experience of analysis work and interpreting the information to present findings clearly to support decision-making.
- An ability to work across teams, supported by good diplomatic and communication skills.
- Experience of coordinating projects and work across multiple activities and priorities as well as the ability to work effectively with different stakeholders while doing so.
- Ability to make creative suggestions, that readily supports the shaping of new ideas to help move projects forward.
- Ability to work of own initiative, including being able to address queries or issues that may arise.
- Curious approach to understanding the UK engineering construction industry, including the overall skills system and ECITB's programmes.
- Committed to professional development and eager to explore training opportunities.