Who we are:

Our mission is to be the preferred source of expert advice on the recognition and comparability of qualifications and skills internationally, building on our advanced research and our established knowledge and experience of education systems across the world.

Ecctis provides high quality solutions and services in international education, training, and skills, and in the development and recognition of globally portable qualifications. As a long-established provider of national agency functions on behalf of the UK government and European Commission, Ecctis has established itself as an internationally trusted and respected reference point for qualifications and skills standards.

Alongside these national agency functions, Ecctis has built a 20-year track record in international consultancy and development. Through successful delivery of an extensive portfolio of projects during this period, Ecctis has developed and refined robust and dynamic methodologies, with particular expertise in credential evaluation, benchmarking, and mapping studies.

Ecctis has undertaken research, evaluation, and benchmarking studies of academic, vocational and professional qualifications for a wide range of awarding bodies, English language test providers, higher education institutions, professional bodies and other education providers as well as government agencies around the world.

In the case of the Language and Higher Education sectors, Ecctis has successfully:

- Completed Common European Framework of References for Languages (CEFR) referencing projects for many established English language test providers, pathway providers and secondary exam boards.
- Advised universities on international qualifications and tests which may be accepted as meeting the general and English language requirements for admission to undergraduate and postgraduate study.
- Undertaken several needs analyses projects of English language teaching and assessment in selected regions or countries across the globe.
- Completed HE research projects that examine internationalisation, transnational education (TNE), Mutual Recognition of Qualification Agreements (MRQs) and more, for in-country institutions globally.

About the role in Language & HE:

The Language & HE sectors have a wide array of project opportunities throughout the year that provide a consistently dynamic and engaging portfolio of projects to work on. The Project Manager role will be in the centre of managing strategically chosen projects to ensure their successful completion and delivery.

As a PM, you will work with team members that focus on the Language and HE sectors but also have the opportunity to work with a wider team with specialisms in different sectors. Thus, making this role diverse and varied, with opportunity for dynamic collaborations.
Communication is central to the role of PM. You will be required to report internally to the team and externally to key clients.

For further information, see Purpose of the role, Key responsibilities and Skills required.

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**Role Profile**

**Purpose of Role:**

The role of Project Managers in Ecctis is to ensure the smooth management and delivery of assigned projects to schedule, budget and quality. This will involve often managing or leading on project reports and other outputs as relevant, whether in a senior analytical capacity or in overseeing the outputs of analysts or external consultants.

This particular role will have a predominant focus on the management and delivery of language and HE projects for new and returning clients. In all cases, project assigning will be determined by the work coming in.

**Key responsibilities:**

**Project management and delivery**

Managing assigned projects effectively to ensure quality, timely and on-budget project delivery through:

- Effective project planning, identifying project resourcing requirements, work allocation within the assigned team and developing clear milestones
- Developing effective task briefs for internal staff and external consultants to ensure quality and efficiency
- Managing and reviewing the work of Analysts, Graduate Analysts and others as applicable,
- Monitoring and reporting on project progress at agreed intervals, demonstrating accurate, risk-based assessments of project challenges such as scope creep, emerging resourcing challenges, etc.
- Where relevant, delivering well-reasoned comparative analysis in projects, ensuring that all project contributions are delivered to a high standard
- Taking responsibility for ensuring that client expectations, Ecctis reputation and impact are supported by projects
- Ensuring all outputs are delivered to high standards (requiring minimal revisions following quality review) and deadline.
- Supporting the development and review of policies and processes around project management and delivery.

**Business development**

To support new and repeat business development through:

- Responding to external enquiries and providing clear pre-project scoping. This will include leading scoping calls, accurately representing Ecctis methodologies, and taking a risk-aware approach to the scoping and proposal processes.
- Supporting the development of positive client relationships wherever possible, ensuring a clear and up-to-date understanding of their objectives, goals and constraints, as relevant, against which project progress and deliverables can be appropriately assessed. This will include leading or supporting calls with clients in secured projects, ensuring effective project closure and ongoing client relations management.
- Contributions to tender evaluation and drafting.
People Management and Development
Managing team members, creating a positive and productive environment to promote staff engagement and foster professional development through:

- Taking part in training or coaching activities to encourage the cascading of skills and knowledge within the team as applicable. This will include participating in Project Reflections Presentations or other appropriate, alternative methods of engaging the team and upskilling individuals.
- Setting clear and measurable objectives and development goals to stretch individual performance appropriately, in line with their role and tenure.
- Working in collaboration with other managers to ensure consistent line management approaches, shared feedback and development goals for staff, and effective resource allocation across the matrix.
- Proactively managing performance, through 1-2-1s, timely feedback on project submissions, performance appraisals and coaching – working to identify where performance is excelling or addressing any areas of underperformance or development and communicating this according to company policy.
- Completing all administrative tasks associated with line management, such as processing leave requests, return to work interviews, etc.
- Monitoring and reporting team and individual workloads (current and projected), identifying challenges or opportunities along with proposed solutions or business cases.
- Leading by example, showing personal enthusiasm for understanding organisational strategy, objectives and goals – acting as an effective role model for the team

Corporate Responsibility
- Ensuring that the credibility (externally) and values (internally and externally) of the company are communicated and upheld at all times.
- Making decisions in line with company policies and priorities
- Modelling company values externally and internally

Skills required:

- Experience in project management and coordinating the work of others
- Teamwork and effective communication, including managing positive client relationships and supporting the development of junior colleagues
- Strong qualitative analysis skills, including specific expertise in an area of work relevant to Ecctis projects
- Ability to write clearly and effectively for diverse audiences
- Excellent attention to detail
- Strong organisational ability including ability to meet deadlines and balance/prioritise competing demands, as well as communicating this to relevant colleagues.
- Can reflect on own and project performance and find routes for quality enhancement in team processes and systems
- Strong proficiency in Microsoft Office programmes (Word, PowerPoint, Excel)
- EFL/ELT experience (desirable but not essential)
- Additional language (desirable but not essential).

Person specification:

- A supportive and co-operative team member
- Approachable and helpful to others
• Self-motivated
• Organised
• Analytical mindset
• Solutions driven
• Acts as a role model within the team in relation to company values, quality of work, and attitudes and behaviours
• Stives for continuous improvement, always attempting to find ways to make personal and project quality enhancements
• Takes responsibility to build on existing knowledge and develop new and cutting-edge expertise to meet the needs of the business
• Adopts a flexible approach in how we respond to short and long deadlines, managing our own workload and understanding how our own work interacts with that of our colleagues.
• Actively receives feedback provided by colleagues and engaging with the work of colleagues by providing thoughtful and thorough feedback to them

Company Values:
• **Respectful:** of all external clients. Demonstrated through successful management of client relationships and by being considerate of the different perspectives and backgrounds that clients bring with them.
• **Ambitious:** in terms of the expertise we can build and the quality that can be achieved in all project outputs.
• **Creative:** in finding solutions to meet the expectations of clients and the challenges of different project types.
• **Dynamic:** in how we develop practice and system improvements that remain responsive and effective to business and external needs
• **Engaging:** with colleagues across the team and seeking to support the individual development of junior colleagues by providing thoughtful feedback and cascading knowledge.

Education and Qualifications:
• Degree educated.

Employee Benefits

• 25 days annual leave plus swappable bank holidays, as well as additional 3 days gifted for the Winter office closure
• Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes optionally non-contributory with employer contributions of 10% leading to 20% based on years’ service)
• Life assurance of 3 x basic salary for members of the pension scheme
• Bupa Private Health and Dental Care Scheme with employee contribution
• Enhanced maternity pay with years of service
• Employee Assistance Programme
• Cycle to Work Scheme
• Employee Ownership Trust:

As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held ‘in-trust’ by the Trust’s Board of Directors.
EDI Statement:
Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore, we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Please email your CV and covering letter to recruitment@ecctis.com

This role profile sets out the scope and main duties of the post at the date when the role was created or last reviewed. Such details may vary on occasion without changing the overall scope of the role or level of responsibility required. This role profile is intended to give an overall indication of the duties and responsibilities of this role but is not exhaustive and the job holder may be asked to perform other duties, which reasonably align with the general remits of their role and level of responsibility.

Our values in practice:
Respectful: We value differences, treat everyone with respect, and build trust by fostering a fair and inclusive culture.
Ambitious: We are ambitious and enthusiastic in our approach to finding solutions.
Creative: We encourage a balance of bold, creative, and innovative thinking, built on our experience and learnings.
Dynamic: We evolve in our dynamic industry by using our expertise to create opportunities and champion continuous improvement.
Engaging: We grow by engaging professionally and responsibly with each other, by being receptive to feedback, and making space for new ideas.