

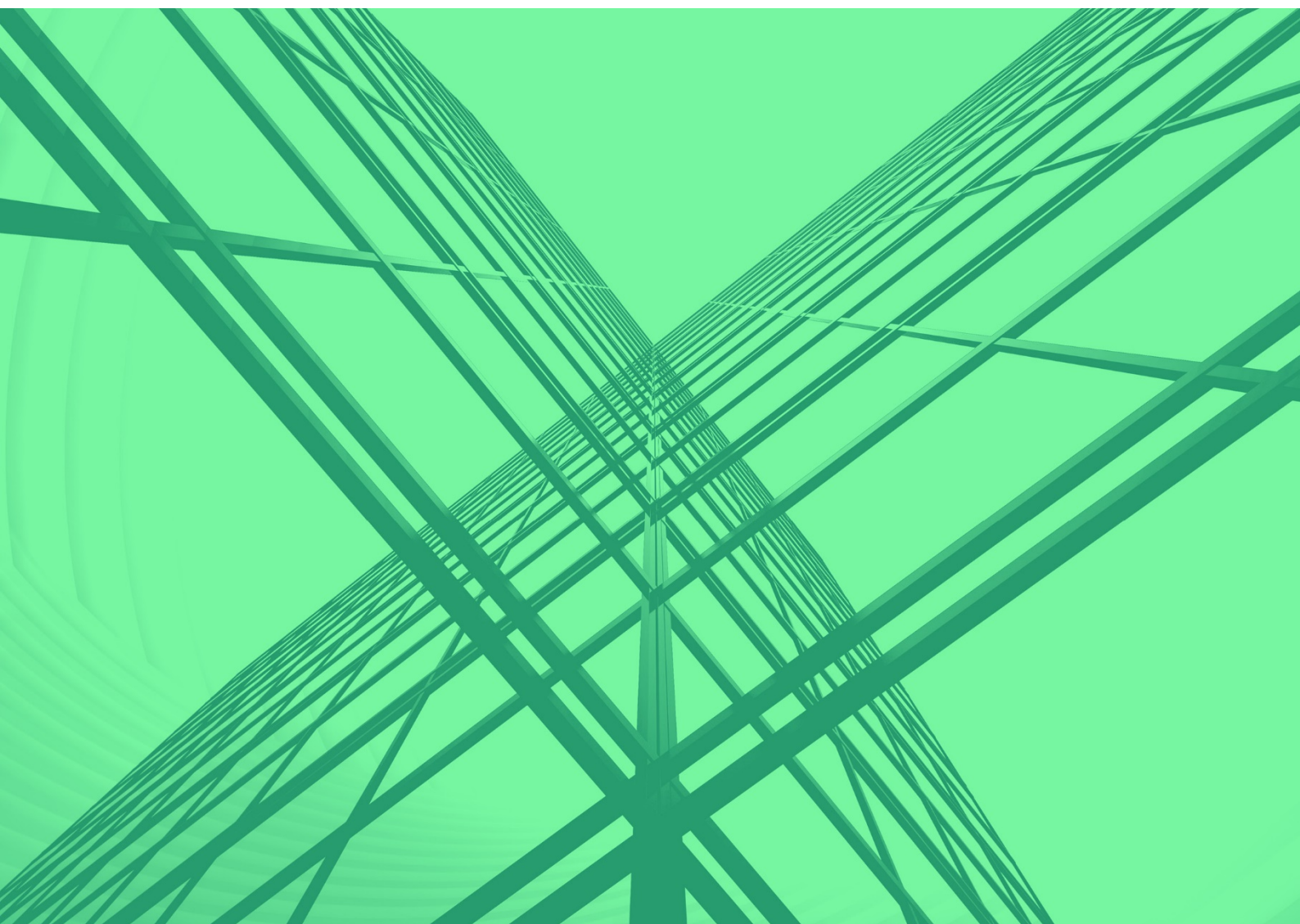
# Scheme Manager

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**CANDIDATE PACK**

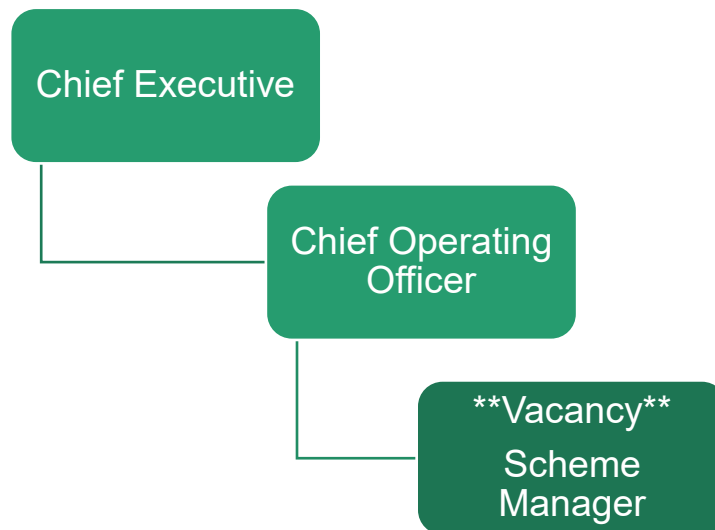
**Full Time**

**35 hours per week**



## The Structural Safety Team

Our Structural Safety team are a small team that report into the Chief Operating Officer.



The Institution of Structural Engineers is looking for a new Scheme Manager, for CROSS, at an exciting time in its development. CROSS (Collaborative Reporting for Safer Structures) helps professionals and others to make structures safer by processing, analysing and disseminating reports received and publishing their findings in the public domain.

The Scheme Manager will work with and be supported by volunteers and consultants.

CROSS is a trusted provider of free safety information for the built environment. Recently, with the help of government funding, CROSS has expanded from structural safety to include fire safety. We are looking for a Scheme Manager to help with the growth and expansion of its remit and to take on the day to day running of the CROSS Scheme with the support of a dedicated team of consultants and volunteers.

## Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 65 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open-plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit in to our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

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# Job description and person specification

## 1. Job details

<b>Job title:</b>	Scheme Manager
<b>Reports to:</b>	The Chief Operating Officer
<b>Responsible for:</b>	N/A
<b>Date:</b>	July 2021
<b>Location:</b>	The Institution's HQ, London or elsewhere as reasonably required

## 2. Job purpose

To manage the day to day operations of CROSS including production of CROSS-UK reports, with reference to expertise of specialist members.

To support and arrange the business of CROSS, in the UK, Expert Panels for Structural-Safety and Fire-Safety.

To oversee CROSS consultants and contractors.

To support International CROSS.

## 3. Role and responsibilities

1. Lead on the operation of the CROSS-UK scheme.
2. Lead on the acquisition of new CROSS-UK reports. Processing, analysing and disseminating reports received as well as acting upon any trends found.
3. Development of initiatives to support CROSS-UK activities and the dissemination of information.
4. Manage the CROSS-UK Expert Panels for structural and fire safety including arranging and setting up Panel meetings in co-operation with the Chair.
5. Actively engage with all stakeholders, including sponsors (IStructE, ICE, IFE and HSE)
6. Lead on the development of CROSS publications with support from consultants and panels.
7. Produce and help others to prepare guidance/advice notes or papers for publication in UK and international journals together with educational material.

8. Build and maintain strong relationships with relevant industry groups and firms to share knowledge.
9. Manage the CROSS-UK website and provide support to those managing CROSS regional websites.
10. Liaise with Institution technical committees and panels as required.
11. Support CROSS international scheme development when required.

#### 4. General responsibilities

1. Network and build positive working relationships, attending relevant conferences and events as required.
2. Attend and proactively input into team meetings as required.
3. Develop and grow personal knowledge and expertise.
4. Make suggestions for improving processes and systems which support the efficiency and stability of the Institution.
5. Comply with all Institution policy and procedures.
6. Any other reasonable ad hoc duties as requested.

#### 5. Communications and working relationships

1. All members of the Institution, as well as potential members and members of the public.
2. Panel, committee, and task group members (e.g. Health and Safety Panel).
3. All employees of the Institution.
4. External bodies – such as other Institutions and regulatory bodies to develop joint working partnerships, for example HSE.

#### 6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<b><u>Qualifications and knowledge</u></b>	
Member (Chartered) Grade (MIStructE)	D
In-depth knowledge and understanding of the structural and civil engineering industry.	E
Knowledge and understanding of the activities performed by Structural-Safety that embraces SCOSS and CROSS.	E

Criteria	Essential/Desirable
Knowledge of health and safety regulations and requirements relating to the built environment.	E
Understanding of regulatory requirements such as the Construction (Design and Management) Regulations (CDM 2015) and the new Building Safety Bill.	E
Demonstrable understanding of the relationships between the Institution and relevant external bodies.	E
An awareness of the roles and functions of broader construction industry bodies.	E
An understanding and appreciation of the management of confidential information.	E
<b>Skills</b>	
Excellent project management skills with the ability to deliver a programme of activity and work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Excellent organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workload.	E
Excellent interpersonal skills, with a professional approach to work, colleagues, and external contacts.	E
Attention to detail, accuracy, and ability to check detailed information, able to critique own work and the work of others.	E
Persuasive and influential; able to build and develop professional networks to promote the Institution's activities and those of CROSS.	E
Flexible and resourceful and able to work in a small team, collaborative to work with other departments and with volunteers who make up the committee, panels, and task groups.	E
Appetite to learn, build on knowledge and current experience to influence the structural engineering industry.	E
<b>IT skills:</b>	
Word/Outlook/Excel and PowerPoint to Intermediate/Advanced standard and project management systems.	E
AutoCAD and computer aided design.	E
Proficient computer skills	E
Knowledge of CMS.	D
<b>Experience</b>	
Practical structural engineering across a broad range of projects and the construction industry. Experience of design, construction and working with a broad range of structural forms and materials is fundamental.	E

Criteria	Essential/Desirable
Managing and implementing health and safety requirements and systems within the work environment.	E
Writing effective complex technical reports and technical guidance documents.	E
Preparing and delivering presentations to technical and non-technical audiences.	E
Managing the operations of a committee, panel or similar. Including but not limited to drafting agendas, organising meetings, taking minutes, and following up on action points.	E
Managing and leading a small team or working group.	D

The job holder will be required to travel in the UK to deliver presentations, attend meetings which will necessitate occasional overnight stays.

This job description does not form part of the contract of employment and may be subject to change.

## Salary and package details

Salary: circa £46,000 per annum FTE subject to experience

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

From the join date:

- 23 days annual leave per annum plus bank holidays, rising with service; pro rata annual leave and bank holidays for part time hours
- Flexible working system whereby additional hours worked may be accrued and taken as flexi-leave
- Life Insurance – death benefit subject to scheme eligibility rules

From the successful completion of the probation period, whilst provided at the Institution's discretion, may be subject to scheme eligibility rules:

- Participate in the Institution's pension plan arrangements
- Private Medical Insurance
- Health Cash Plan
- Permanent Health Insurance
- Season Ticket Loan
- Reimbursement of one membership subscription to an agreed appropriate professional association, including this Institution.

The Institution reserves the right to exercise its discretion to amend or withdraw any or all of the above benefits.



## How to apply; the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

*If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.*

Applicants must possess a current right to work in the UK.

*The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.*

The selection process will consist of a job-related assessment followed by a face to face interview with the manager for this post (Simon Flanagan) and a member of the Human Resources Team. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

Applicants will be asked to specify whether there are any reasonable adjustments needed for them to participate in a selection process. Wherever possible and reasonable, we will meet any declared needs.

When applying you should ensure that you are available for the provisional interview dates below:

**First Interviews (remote):** **16 August 2021**

**Second Interviews (Bastwick Street Office):** **19 August 2021**

## The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

### Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

### Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

#### Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

#### Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

#### Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

# Organisational Structure

