

INTERNATIONAL EDUCATION ANALYST x2
Salary Range and CPF Banding: £26,460 - £29,770 per annum (B2-B3)
Reports to: Manager / Team Leader
Terms/Hours: Perm, Full-Time
Location: Hybrid
Direct reports: N/A
Department: Information Development
Date Reviewed: Nov 2024



About Ecctis:

At Ecctis, our vision is to be the acknowledged global leader in the international qualifications and recognition arena. 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 delivers a wide range of services, products, and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

The work is varied, and the atmosphere is enthusiastic, collegial, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

Purpose of Role:

The International Education Analysts represent the core pool of overseas education specialists. Their specialist technical knowledge and expertise underpins delivery of the UK ENIC services for individuals and members. They are responsible for researching and evaluating qualifications, and maintaining high quality, up to date information on international education systems.

Key responsibilities:

Research and information development:

- Conduct research into overseas qualifications and education systems, and review / update our databases, in line with the Information Development Plan and agreed KPIs for time and quality
- Respond to complex enquiries and complete individual research cases within the stipulated timeframe
- Present clear, reasoned and thorough qualification assessment proposals for peer review, following the methodology and evaluation criteria
- Review and provide constructive feedback on colleagues' proposals

Internal and external engagement

- Establish and maintain contact with international stakeholders to support the provision and review of information.
- Support the development and delivery of training and webinars for UK ENIC members
- Identify links between member and overseas stakeholder needs and potential information development.

Other

- Abide by the Company's policies and procedures, and actively promote with the team



- Abide by the Company's Health and Safety policies and procedures, whilst giving consideration to your own health and safety and that of colleagues
- Any other reasonable duties as required

Skills required:

- Excellent interpersonal, verbal and written communication skills
- Strong research and analytical skills
- Excellent attention to detail
- Highly organised and able to manage a varied workload
- Ability to build and maintain business relationships in multicultural contexts
- Ability to work as part of a team and to share information.
- Ability to work dynamically using own initiative as well as working effectively with colleagues
- Experience in a research, project management or teaching role (desirable)

Person specification:

- Motivated and solutions driven
- Enthusiastic and conscientious
- Flexible and able to prioritise effectively
- Supportive and collaborative team member
- Strives for continuous improvement

Education and Qualifications:

- Degree educated
- Proficiency in a language other than English (desirable)

Employee Benefits:

- 25 days annual leave (pro-rata for part-time employees) plus swappable bank holidays, as well as additional 3 days off 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, Paternity leave
- Employee Assistance Programme
- Mental Health First Aiders and support events
- Cycle to Work Scheme
- Eye Care Contribution
- Regular company social events
- Mango Language Tool
- Hybrid Working as standard
- Paid volunteering hours
- 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: 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.

Ecctis Ltd is committed to providing a workplace free from discrimination or harassment. We expect every employee to do their part to cultivate and maintain our values and treat each other with respect and the dignity they deserve.

We are an equal opportunities employer, ensuring that there is no bias on gender (or gender reassignment) race, sexual orientation, disability, age, religion or belief. We recruit purely on merit and skills.

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