

International Education Analyst
Salary and CPF Banding: £25,200 (B2)
Terms/Hours: Perm, Full-Time
Location: Office (Cheltenham), hybrid
Direct reports: n/a
Department: International Research
Date Reviewed: 14/03/2023



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:

International Education Analysts represent UK ENIC's core pool of overseas education specialists. In this role, the successful candidate will be instrumental in conducting key database updates and research into qualifications, and will develop expertise in the education systems of specific countries and regions. Their work will make a positive contribution to education quality standards and international student and professional mobility around the world.

Key responsibilities:

- **Conducting research and analysis into international education systems and qualifications**
 - Investigating and researching qualifications worldwide, national education systems, and new developments
 - Updating our core databases and publications to ensure they remain relevant and responsive to the needs of our members
 - Responding to enquiries from our service teams on international qualifications, providing advice and guidance on their comparability
- **Stakeholder engagement**
 - Building and maintaining a network of contacts in order to obtain up-to-date information, support overseas educational developments and cement Ecctis' position as the global leader in skills assessment
 - Assist with other operational and commercial groups, through enquiry handling and training delivery
- **Training delivery and development**
 - Prepare and deliver training on a range of international education systems and qualifications for external clients
 - Support the development of training sessions and resources
 - Regularly review the content of training to ensure it is up to date and relevant
 - Tailor bespoke training to suit the needs of the client

Skills required:

- Research and analytical thinking skills
- Strong attention to detail
- High level of computer literacy and experience with Excel, Word and PowerPoint
- Proactive and innovative approach to problem solving
- Able to manage stakeholders and develop new contacts

Person specification:

- Team player
- Confident in delivering training to external clients
- Excellent communicator
- Organised and able to manage a varied workload
- Motivated
- Enthusiastic
- Proactive

Education and Qualifications:

- Degree educated
- Experience in teaching and / or training (preferred)

Employee Benefits

- 25 days annual leave plus bank holidays, as well as an additional day off given between Christmas and New Year
- 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 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 Care Scheme with employee contribution
- Enhanced maternity pay with years of service.
- Employee Assistance Programme
- Annual discretionary performance-related bonus scheme (Pro-rata for part-time employees)
- Cycle to Work Scheme
- Swapping of 3 bank holidays (Good Friday, Early May Bank Holiday, August Bank Holiday) to be taken on a cultural or religious date of significance
- Extra day of annual leave with 5 years' service (pro-rata for part-time workers)
- 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.
 - The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
 - Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.

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.

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.