

## ROLE PROFILE

<b>Job Title:</b>	<b>Executive Director of Education</b>
<b>Reports To:</b>	Chief Executive
<b>Hours:</b>	Full-time, 35 hours per week
<b>Location:</b>	Flexible, with option to be based in Edinburgh office, or from home (flexible working space in London is also an option). You will be expected to spend a considerable portion of your time meeting colleagues, clients and stakeholders, both remotely and in-person.
<b>Remuneration:</b>	Basic salary £90k. Plus company car (or cash equivalent), discretionary bonus scheme, private medical insurance, 32 days holiday and other benefits.

### **Job Purpose:**

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The main purpose of the role is to ensure the Institute's education continues to support the needs of professional bankers globally, and that the Institute continues to be recognised and grow its reputation, impact and influence as a global thought-leader and educator in responsible, professional banking.

### **Key Remit of Role:**

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As one of the Institute's Executive Directors, you will be jointly responsible for delivering the Institute's strategic vision, which is to play a leading global role in developing, embedding, and enhancing socially purposeful, responsible, and professional banking by developing and supporting professional bankers throughout their careers.

You will be responsible for ensuring the Institute continues, during a period of rapid, global growth, to develop its position as the leading global accreditation, certification and education body for responsible banking, with the impact and influence of our education and thought-leadership respected globally.

### **Duties & Responsibilities:**

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- Lead the development of the Institute's portfolio of qualifications, education and training, CPD and other related activities so that they are current, relevant and high quality, ensuring that responsible banking and other key themes (sustainable finance, digital finance and professional ethics) are integrated throughout
- Lead the continued development of the learning programmes delivered by the Principles for Responsible Banking (PRB) Academy, in partnership with UNEP FI
- Ensure qualifications, learning programmes and CPD are well-maintained and continue to meet individuals' and clients' needs

- Lead and grow the Institute's Learning Team, and networks of academic associates, expert partners and others
- Lead the activities of the Institute's Learning & Development Advisory Board, supporting the Board's Chair
- Lead consultation and engagement with clients, partners and other key stakeholders
- Support the Institute's wide range of UK university and international academic partnerships to ensure they reflect the Institute's curriculum and objectives, and amplify our global presence
- As one of the four members of the Institute's Leadership Team, work with the Chief Executive and other Executive Directors to develop and deliver the Institute's overall strategy and annual business plans
- Undertake other duties as may be reasonably required by the Chief Executive

## Qualifications, Skills & Experience:

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### The ideal candidate should have:

- Substantial knowledge and experience in financial services, ideally retail and/or commercial banking – *essential*.
- Strong client and customer focus – *essential*.
- Specific knowledge of and experience in responsible banking, sustainable finance and/or digital banking would be welcome – *desirable*.
- Demonstrable expertise in the development and delivery of professional education in a banking or similar financial services environment – *essential*.
- Experience of developing and deploying learning through technology – *desirable*.
- Experience of leading and growing teams in a fast-growth, international environment – *essential*.
- Excellent oral and written communication, presentation and public speaking skills – *essential*.
- Strong organisational, planning and project management skills, and a proven ability to work effectively under time constraints to deliver to deadlines – *essential*.
- Relevant professional banking qualification – *desirable*.
- Previous experience with a similar professional, education, regulatory or standard-setting body - *desirable*

## Person Specification

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The successful candidate will demonstrate our Core Values through:

- **Excellence** – ability to manage a diverse workload and prioritise accordingly. Strong attention to detail and accuracy and consistently produces a high standard and volume of work within agreed timescales.
- **Innovation** – strong ability to solve problems and troubleshoot with creativity and enthusiasm. Adopts a constructive and positive approach to influence others.

# Chartered Banker

- **Integrity** – a role model for accountability, honesty, and an ethical, inclusive and helpful approach to working with colleagues, clients and others
- **Collaboration** – excellent communicator and team member with a proven ability to build, maintain and influence effective relationships with colleagues and stakeholders. Competent in responding proactively to direction from colleagues in the immediate and wider teams.