POSITION PROFILE

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| **Position:** | Social Value Manager | **Department:** | Marketing and Comms |
| **Postholder:** |  | **Section:** | Operations |
| **Reports to (position):** | Head of Marketing and Comms | **Location:** | TBC |
| **Date of Issue:** | May 2025 | **Prepared By / Approved By:** | FW/AS |

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| **COMPANY OVERVIEW:**  Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland.  We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.    To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.    Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.    With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.    Our Values  At OPITO, we are committed to fostering an inclusive, dynamic, and engaging workplace where individuals can bring their authentic selves to work. We value diversity, collaboration, and a spirited approach to our mission, believing that a strong team is built on mutual respect, passion, and a shared commitment to excellence.  Guided by our core values, we are steadfast in our commitment to:   * **Integrity** – Acting with honesty and responsibility in all that we do. * **Collaboration** – Working together to achieve common goals and drive success. * **Adaptability** – Embracing change to stay ahead in a dynamic environment. * **Care** – Prioritising the well-being and growth of our team, partners, and industry.   At OPITO, we don’t just talk about our values—we live by them, creating a workplace where passion, resilience, and a positive mindset thrive. |

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| **PRIMARY FUNCTION:**  As Social Value Manager reporting to the Head of Marketing, you will be responsible for conducting research, developing and implementing strategies that use STEM to create a positive societal impact and building relationships with partner organisations. Responsible for the Global STEM programme and Social Value Mission, you will collaborate with stakeholders, including businesses, educators and communities to promote STEM sustainability and progress against the chosen UN sustainable goals. |

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| **DIMENSIONS** |
| Core Competencies / Technical Requirements  * Strong understanding of STEM fields and their role in social value creation * Proven understanding of the learning and development processes in the Energy sector * Appreciation of workplace learning and competency, and its alignment to business goals * Familiar with contemporary issues relating to the learning and development environment in the Energy sector * Confident communicator with good business advocacy and influencing skills * Able to identify and shape opportunities with stakeholders * Proven commercial awareness, including identifying and mitigating risks   **Interfaces / Contacts**  **Internal**   * CEO, COO, CFO * Head of Marketing and Comms * Marketing and Comms Team * SP and QA Team * Other Team members  External  * STEM Delivery Partners * Operators, Regulators, Trade Bodies, Member Associations * Training Centres |
| **PRINCIPAL ACCOUNTABILITIES** |

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| Main functions may include some or all of the following:   * Implementation of business processes to allow progress against UN Sustainable goals to be measured * Responsible for all aspects of Social Value within OPITO including STEM and CSR * Review with regional and global teams the impact of Social Value within the Operational Plan * To manage all aspects of the OPITO Global STEM Programme including the STEM HVO including P&L responsibility * To manage STEM and Social Value activity in the regional Centre’s of Excellence to identify opportunities while maximising benefit and impact of activities * To prepare and collate the operational plan, carry out quarterly business reviews and to ensure the proposed STEM activity is conducted in a cost effective manner * Assist with work on preparation of budgetary figures with the Head of Marketing and Comms |

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| **Operational (Including Technical)** Some or all of the following may be required:   * To improve the visibility of Social Value activity both internally and externally * To create and manage the Global STEM Programme * To represent OPITO at industry events and forums * To identify opportunities for STEM/Social Value to support other business areas and work with the relevant teams to ensure successful adoption * Report on progress of organisation against appropriate UN Sustainable Goals * Research and amend plans for key markets ensuring that the benefit/impact of activity id maximised * Act as a the senior point of contact for key stakeholders * To ensure that all STEM activity meets the company principles:   + To support development and implementation of innovative learning initiatives for schools   + To promote the uptake of STEM subjects relating to aspects of the energy industry   + To inform on careers and opportunities that exist within the energy industry, to support building the future net zero workforce   + To support innovative ideas relating to skills, education, workforce development, training, and standards   + To promote the energy industry as an exciting and innovative career proposition to support industry to attract new talent   + Support diversity and inclusion in STEM education and careers |
| **Transactional (Relevant to Support Roles)**   * Not Applicable |
| **Health & Safety / Quality Assurance** Main functions may include some or all of the following:   * Complying with relevant Company Health and Safety policies and procedures * Managing and maintaining controlled documents relating to Industry Standards * Ensuring all Standards related processes and procedures are complied with at all times * Contributing to the annual review of Standards ISO related processes and procedures |
| **People Management** Main functions may include some or all of the following:   * Ensure the management of work processes and delegated tasks to other staff seconded or working on team activity where appropriate |
| **Qualification, experience, and attributes (Objectively required to undertake the role)** Some or all of the following may be required:  Qualifications   * Minimum educated to degree level in a business or marketing related subject or technical role   Experience   * Experience of working in roles that focus on the delivery of STEM activities and/or the learning and development of young people. * Knowledge of reporting upon and implementing UN Sustainable goals within a business environment would be advantageous * Excellent working knowledge of MS office * Effective working knowledge of financial management systems – budget income and expenditure * Working knowledge of databases and electronic data management   Attributes   * Strong organisational and time-management skills * Good interpersonal and team working skills * Self-starter and ability to work on own initiative * Flexible and adaptable * Effective communication skills (both verbal and written, as well as skilled presenter) * Able to work under pressure, with conflicting priorities and to meet agreed deadlines   The nature of the role is such that the relevant experience is as important as formal qualifications |
| **Compliance:**  OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day-to-day roles as well as helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements. |
| **General:** Main functions may include some or all of the following:   * Regular and frequent travel within the region and other regions as required * Undertakes special projects as appropriate and fulfils other duties as may reasonably be required by the company, in line with the incumbent’s skills, knowledge, abilities and personal development opportunities * Maintaining the company values and culture |