APEAS Executive Director – 2026

Advertisement

Job Description

Person Specification

Advertisement – 2026

The Architects Professional Examination Authority in Scotland Ltd (APEAS)

Executive Director

Salary **£50,000 per annum (pro-rata)**

Hours **22.5 hours per week – annualised over each year**

Place of work **Anchored Hybrid**

The APEAS Board are seeking the appointment of a new Executive Director.

The Executive Director is appointed by the APEAS Board to perform the important role of ensuring that the organisation is run efficiently and effectively and administering the Part 3 Examination in Professional Practice and Management, the final examination for admission to the profession of Architecture.

The APEAS Part 3 Examination is highly respected within the Architectural profession, and the new Executive Director will have a vital role in ensuring the continuation of high standards.

The Executive Director will be supported by one Administrator (part time).

We are looking for someone who is self-motivated, hardworking and flexible and has a commitment to high standards as well as having good planning and organisational skills. We offer a flexible anchored hybrid working model with a minimum of 1 day a week in-person office attendance at a location to be agreed with the selected candidate.

The person appointed must either be qualified to degree level or be able to demonstrate significant relevant experience, have held a senior level post for a minimum of 5 years and have a knowledge and understanding of quality, business and financial management.

The successful candidate will also be extremely competent in the use of information and communication technology and have experience of social media platforms.

For further information on APEAS, please visit our website at www.apeas.org.uk.

If you wish to discuss this post with the current Executive Director, please email us at info@apeas.org.uk including a contact telephone number and a convenient time to call you. All enquiries will be treated in strict confidence.

Closing date for applications is **27th March 2026**. It is expected that interviews will be held during early April, and start date is negotiable.

To apply please forward a CV together with a short statement (of no more than 2 pages) highlighting how your skills and experience match this position to info@apeas.org.uk.

Job Description

General Overview

The Executive Director is appointed by and will report to the APEAS Board to perform the vital role of administering the Part 3 Examination and ensuring that the organisation is run efficiently and effectively to a high standard. They will liaise with key stakeholders including the Scottish schools of architecture, RIAS, and Architects Registration Board. Together with the Board they will be the public face of the organisation, continuing to build a close and productive relationship with candidates.

Duties will be as prescribed by the APEAS Board and will include the ongoing day to day management of the following. They will be carried out either personally or in conjunction with administrative staff support.

Strategic Role

The Executive Director is responsible for day-to-day management of the organisation and is accountable to the Board of Trustees. They will work closely with the Board, subsidiary committees, government, schools of architecture, and other stakeholders to ensure effective and efficient delivery of the Part 3 Examination and unlock opportunities for future growth.

Committee Meetings

- Secretary to standing and ad-hoc committees, for example:
  - Board as required – typically 4 to 5 per annum, reviewed annually
  - Examination Committee
  - Examination Committee sub-committees
  - Practice Examiners Committee
  - AGM
- Duties for committees include:
  - review of appointments and election of members as prescribed
  - preparation and issue of agendas and relevant papers
  - attendance at all meetings
  - ensuring minutes are prepared and issued timeously
  - papers (including financial information / budgets).
  - arranging venues / online meetings.

Policies / Procedures / Processes

- Ensure availability of up-to-date process manual.
- Ensure all Policies/Procedures/Processes are up to date and compliant with UK legislation.
- Write and/or amend all policies/procedures as required.
- Write and/or amend all guides as required.
- Ensure application of all policies/procedures as appropriate.

- Ensure incorporation of any new ARB Part 3 criteria/outcomes into examination processes/ information.
- Ensure incorporation of any new professional experience criteria (ARB/RIBA) into processes/ information.

Prescription / Validation

- Maintain awareness of national/ international developments as they affect the Part 3 Examination and where agreed with the Board serve on appropriate national committees/working groups (for example ARB, RIBA and RIAS).
- Review ARB competency and examination requirements regularly to ensure that APEAS are aware of any emerging issues.
- Organise and manage ARB Prescriptions and RIBA Validations to ensure ability of APEAS to run the Part 3 Examination, as required, including for example:
  - Write and/or amend APEAS documentation for ARB/RIBA as required
  - Organise and manage any required visits by ARB/RIBA.
  - Write annual ARB monitoring report.
  - Ensure appropriate statistical information is compiled and forwarded to Board/ Committees/ARB/RIBA/RIAS as required/requested.

Training

- Organise Examiners' training event annually.
- Organise Mentor training events as required.
- Development and delivery of training:
  - Agree attendees as appropriate and issue invitations.
  - Approval / organisation of venues as appropriate.
  - Agree programmes with Examination Committee.
  - Provide presentations/ information as appropriate to attendees.
  - Arrange external presentations/ trainers as appropriate.

Candidate Registration

- Organise and manage registration of candidates.

Examinations

- Organise and manage:
  - Communication with examiners and candidates to ensure smooth running of examinations.
  - Production of the Practice Paper annually to ensure appropriate final documents issued to candidates.
  - Appointment and pairings of examiners.
  - Appointment of external examiners.
  - Allocation of candidates for interview.
  - Approval/ organisation of venue for Oral examinations.
  - Ongoing review of Moderation processes in conjunction with Examination Committee.

Queries

- Deal with all queries on a day-to-day basis from Examiners, PSAs, Candidates, etc.
- Provide information/ advice as necessary.

Marketing

- Review marketing/ advertising requirements as appropriate.
- Ensure APEAS has a regular online presence on social media specifically via Instagram. Attend University events annually as appropriate to present to students.
- Participate in outside events to promote APEAS where appropriate.

Finance

- Provide updated budget information to Board meetings.
- Manage APEAS bank accounts and make reports to Board as appropriate.
- Manage all finances for APEAS including authorisation and payment of fees, invoices, etc in accordance with Delegation of Authority document.
- Participate in discussions with Board in the setting of examination fees.

Staff

- Supervise / manage administrative staff member(s) including week-to-week management.
- Monitor staff output for quality, including conducting annual reviews as required.
- Review staff roles as appropriate to ensure most efficient and effective service is provided.

Compliance

- Regularly review APEAS procedures and policies to ensure compliance with employment. law, equal opportunities, health and safety, and other relevant legislation.
- Review and maintain all GDPR policies and procedures.
- Maintain risk registers as appropriate and provide updates to the Board for review.

Award Ceremony

- Organise and manage Award Ceremony as required.

Website / IT

- Manage and develop APEAS Website in conjunction with Website provider.
- Ensure safe and secure IT service via IT support provider including measures to ensure cyber security.
- Review and replacement of IT equipment / services as appropriate.

Person Specification

Requirements	Essential	Desirable	How Measured
Qualifications	• Qualified to degree level or demonstrates significant relevant experience	• Possesses a post-graduate qualification. • Is a member of a recognised professional body(ies).	Presentation of appropriate certificates/ letters
Experience	• Has held a post at a senior level in an organisation for a minimum of five years. • Has experience of financial management including setting and implementation of budgets.	• Has held a post at a senior level within the Further or Higher Education sectors. • A knowledge of the construction sector and associated professional bodies. • Has experience of reporting to a board or similar oversight body.	CV / References/ Interview
Knowledge and Understanding	• Has a knowledge and understanding of quality assurance systems. • Has a knowledge and understanding of business financial management. • Has an understanding of compliance management for similarly sized organisations	• Has a knowledge and understanding of the way quality assurance systems operate in higher or further education. • Has a knowledge and understanding of the role of the Part 3 Examination in the education of Architects or other comparable professional qualification.	CV / References/ Interview
Personal Attributes	• Honest and reliable. • Commitment to the maintenance of high standards. • Self-motivated • Hardworking. • Flexible. • Able to maintain good working relationships with all APEAS stakeholders. • Able to work independently and as part of a team. • Able to make decisions.		References
Skills	• Excellent IT skills plus knowledge of Social Media systems. • Excellent oral and written Communication Skills. • Good planning and organisation skills.	• Ability to gather appropriate statistical information and provide analysis of data. • Experience of use of database and social media systems.	CV / Interview /