

JOB DESCRIPTION

POST : Business Advisor (Business Development Centre)

REPORTS TO : Business Development Manager

OVERALL PURPOSE : To establish and build long term employer relationships, managing existing accounts, ensuring employer's needs are met. The role will involve the promotion of training to meet contract targets, including apprenticeships, full cost activities and the full range of college provision where appropriate.

1 Main Duties:

- 1.1 Manage existing accounts, and all aspects of the employer experience from identification of training needs, presenting solutions and ensuring business delivery through to business impact assessment.
- 1.2 To undertake training needs analysis activity with employers to identify their needs and work proactively to find appropriate solutions to their needs.
- 1.3 Promotion of Apprenticeships, Full Cost and Employer Responsive initiatives.
- 1.4 To identify and follow up new business opportunities within expected timescales.
- 1.5 To carry out regular employer evaluations, feeding back positive comments and concerns to Curriculum Managers. Where concerns are raised, following this through to ensure positive outcomes for employers.
- 1.6 To ensure that the CRM system is maintained and updated for Employer Responsive activities.
- 1.7 Carry out initial assessments with candidates as needed and arrange diagnostic testing as required.
- 1.8 To advertise apprenticeship vacancies on the National Apprenticeship Service website (AV) and manage the application process in a timely manner.
- 1.9 To promote Apprenticeship opportunities to eligible candidates and match Apprenticeship applicants with appropriate vacancies.
- 1.10 To assist employers with the interview and selection process as required.
- 1.11 To complete all Apprenticeship Provider/Employer contract paperwork in line with ESFA funding guidance.
- 1.12 To ensure that all appropriate administration is carried out in conjunction with relevant administration staff.
- 1.13 To periodically provide the Business Development Manager with reports and updates, for the purposes of performance monitoring and achievement.
- 1.14 Maintain knowledge of Apprenticeship Programmes and requirements through relevant CPD and support Curriculum teams with development of new provision.
- 1.15 To promote Apprenticeship and other Training opportunities at local networks and events.

2. Additional Duties

- 2.1 To undertake additional duties as required.
- 2.2 To take part in approved staff development as part of the College Staff Development Programme.
- 2.2 To ensure the College Health & Safety and safeguarding procedures are adhered to and safe working practices are observed by you and students for whom you are responsible.
- 2.3 To promote the College ethos with regard to Equality and Diversity and act as a role model.
- 2.4 You may be required to act as mentor and/or appraiser in the College schemes.
- 2.5 You may be required to become qualified as a College First Aider. If so, appropriate training will be given.

PERSON SPECIFICATION

Post Number:	BA/07.19		
Post Title	Business Advisor		
Department	BDC		
Requirements		Weighting (not on candidate's copy)	Evidence by: App Form (A) Interview (I) Or Test (T)
1	Knowledge FE Funding and SFA priorities Quality assurance procedures Apprenticeship Frameworks/Standards Key /Functional Skills	D D D D	A/I A/I A/I A/I
2	Skills/abilities – interpersonal Ability to work within a team Excellent communication skills Presentation Skills Organisational Skills Time Management IT Competent	E E D D D D	A/I A/I A/I A/I A/I A/I
3	Skills/abilities – other Excellent customer service skills To work flexibly at all times Ability to meet deadlines without compromising quality	E D D	A/I A/I A/I
4	Experience Experience in an FE Environment Employer Engagement	D D D E	A/I A/I A/I A/I
5	Work related circumstances Educated to at least level 3 Demonstrable commitment to Equality and Diversity Understanding of safeguarding issues Ability and willingness to undertake staff development	D D D D	A/I A/I A/I A/I

Essential attributes: Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the shortlisting stage.

Desirable attributes: Those which would be useful for the post-holder to possess