

<b>Group Member</b>		Leeds City College	
<b>Job Title:</b>		Customer Experience Assistant – Contact Centre	
<b>Reports to:</b>		Customer Experience Team Leader	
<b>Job Grade</b>	RLW	<b>Department</b>	Student Recruitment & Customer Experience

### SPECIFIC ROLE RESPONSIBILITIES:

1. To provide customer service, information and guidance over a number of different contact facilities (calls, webchat, email and face-to-face.)
2. To be the first point of contact for all contacts coming into the contact centre.
3. Working against KPI's and meeting or exceeding set targets.
4. Organising and updating systems and schedules.
5. Identify customers' needs, clarify information, research every issue and provide solutions and/or alternatives.
6. Frequently attend coaching, 1to1 and staff development sessions to improve knowledge and productivity.
7. Take an active part in all college student recruitment-related events such as open days and curriculum-specific activities.
8. Promote course-specific curriculum programs and activities.
9. Work with flexible and diverse workflows and shift patterns in line with business needs.

### CORE RESPONSIBILITIES:

1. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
2. Any other duties that are specific to the department.
3. Assistance in the preparation, support and participation of examinations and invigilation across the Group.
4. Ability to participate in evening/weekend work as required.

## **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Literacy and Numeracy at Level 2 or above	A
D	Q2. Relevant Customer Service qualification/training/experience	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Proven experience as working in a contact centre or customer service setting.	A/I
D	EK2. Experience of using a database or record keeping system (ideally student records database or CRM database).	A/I
E	EK3. Experience of using Microsoft Office and Google applications.	A/I
<b>Skills and Competencies</b>		

<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to work flexibly across a number of tasks	A / I / T
E	SC2. Good communication skills	A / I
E	SC3. Excellent customer service skills	A / I
E	SC4. Excellent IT Skills	A / I / T
E	SC5. Good attention to detail and accuracy	A / I / T
E	SC6. Good problem solving	A / I / T
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I