

<b>Organisation:</b>	Keighley College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
<b>Core Job Role:</b>	Business Engagement Advisor
<b>Job Title:</b>	Business Engagement Advisor
<b>Reports to:</b>	Head of Business Engagement and Growth
<b>Grade</b>	SO1
<b>Date of compilation:</b>	September 2020

### ROLE SUMMARY:

The role will support the Apprenticeship and Business Engagement team to ensure the continued design, delivery & implementation of the processes required to manage the College's apprenticeships and employer training provision for the purposes of delivering externally funded programmes.

### SPECIFIC ROLE RESPONSIBILITIES:

1. Maintain high quality and effective delivery across all departmental courses to maximise efficiency, effectiveness and revenue.
2. Support the business engagement function, ensuring the delivery of a high-quality customer experience using multiple platforms (Email, phone, social, face-to-face etc).
3. Ensure a streamlined approach to the administration processes for business engagement.
4. Playing a pivotal role in ensuring all contract compliance is in place.
5. Support the Business Engagement team in developing, implementing & maintenance of clear protocols and processes.
6. Support the Head of Business Engagement and Growth and the Business Engagement Advisors, in the production of performance data to support the Performance Management Framework.
7. Effective communication with all staff, partners & employers of changes to funding rules.
8. Support on performance and financial audits with funding bodies in line with national guidance (eg. ESFA, ESF, DWP- as required).
9. To play a supporting role in the development of new project initiatives, that align to the strategic objectives of the College.
10. Provide an admin function to the Business Engagement team. |

## **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 Luminate 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:

### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

### **Ownership & performance**

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

### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

### **Collaborative & responsive**

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

## Person Specification

<b>Job Title:</b>	Business Engagement Advisor
<b>Department</b>	Business Engagement

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

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Ideally educated to Level 3 standard or equivalent.	A
E	Q2. English and Mathematics at Level 2 or above	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of the apprenticeship/training process and contract compliance.	A / I
D	EK 2 Experience of establishing and maintaining protocols and processes in order to deliver contract requirements	A / I
E	EK3. Experience of working with internal governance and quality processes and procedures.	A / I

E	EK4. Experience of producing reports and performance data accurately and to deadlines	A / I
E	EK5. Experienced with a proven track record of delivering within a results orientated environment and delivering high customer levels of satisfaction. Maximizes effective and efficient use of all resources available.	A / I
E	EK6 Ability to communicate effectively with all stakeholders internally and externally	A / I
E	EK7 Experience of some or all of the following IT packages: MS Word, MS Excel, MS Power Point, MS Publisher, Adobe Acrobat	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to work on own initiative	A / I
E	SC2. High standard of computer literacy including ability to use Microsoft Office programmes	A / I
E	SC3. Excellent communication and interpersonal skills	A / I
E	SC4. Excellent organisational skills and the ability to meet deadlines and targets	A / I
E	SC5. Ability to work as part of a team to ensure business generation, quality, relevance and diversity are developed and retained with the programmes offered	A / I
D	SC7. Understanding of the development needs of local organisations	A / I
D	SC8. Awareness of SLA quality standards and the role of internal quality audits	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

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