



FARNBOROUGH COLLEGE OF TECHNOLOGY

JOB DESCRIPTION

- 1. JOB TITLE:** Employer Account Advisor
- RESPONSIBLE TO:** Associate Director of Business Development and Apprenticeships
- SCHOOL/SECTION:** Business Services
- LOCATION:** Based at Farnborough
- HOURS OF WORK:** Full time

2. OBJECT OF JOB:

To work with a portfolio of employers, working with colleagues from across the College to deliver high quality apprenticeships. This will involve advising employers on appropriate apprenticeship frameworks and standards and support their apprentices when they are on programme. The job will involve visiting apprentices in their workplace to carry out regular reviews of their on-the job and off-the-job training progress. As well as maintaining outstanding quality, targets will include increased apprenticeship placements with new employer as well as repeat business from existing customers.

3. DESCRIPTION OF MAIN RESPONSIBILITIES:

- To be a member of the Business Services Sales Team and meet agreed income targets.
- To work with a portfolio of employers as the key contact responsible for all apprentices within those companies.
- To take a lead on business related apprenticeships
- Develop effective links with employers other agencies and organisations, and follow up leads, with regard to actively promoting College courses, and services.
- Carry out training needs analysis of companies.
- Provide advice and guidance for learners and employers
- Respond to enquiries and referrals.
- Carry out interviews with learners; identify relevant prior learning and achievement.
- Carry out initial assessment to identify learning needs.
- Operate procedures and complete documentation as required by the College.
- Provide learner induction
- Monitor the delivery of high-quality training and assessment in a manner that facilitates effective learning, retention and achievement
- Carry out regular learner reviews against individual learning plans and maintain records of progress against apprenticeship framework or standard.
- Support Gateway & End Point Assessment process where relevant.
- Carry out Health & Safety checks of employer premises prior to learner placement.

- Contribute to the development of marketing literature and new business opportunities.
- To be involved in promotional activities such as open days and school visits.
- Contribute to the College recruitment and achievement targets.
- Liaise with college staff and learners.
- Other general duties as specified by line manager

4. NUMBER OF STAFF SUPERVISED AND GRADES:

N/A

5. MAIN TYPES OF DECISIONS TAKEN:

Those related to new and existing business development opportunities and support of apprentices.

6. MAIN CONTACTS:

Employers, Business Service staff, College Staff, outside agencies relevant to the post.

7. PERSONNEL SPECIFICATION:

EDUCATIONAL ATTAINMENTS OR ACADEMIC/PROFESSIONAL QUALIFICATIONS

- General education to AT LEAST LEVEL 3.
- Strong IT skills.
- Business Admin or Customer Service Qualifications desirable.

ESSENTIAL/PREFERABLE WORK EXPERIENCE:

- Excellent administrative skills.
- Ideally previous experience in working with a training provider and knowledge of apprenticeships.

ESSENTIAL OR SPECIFIC SKILLS/COMPETENCIES OR APTITUDES:

- Self-motivated person able to work on own initiative.
- Excellent communication skills.
- Good analytical and organisational skills with the ability to market new business and work to deadlines.

SAFEGUARDING

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff to share this commitment.

This position will involve contact with young people and vulnerable adults. Consequently, the post-holder will be obliged to demonstrate and maintain their suitability to work with young people and vulnerable adults. This will include a requirement to undertake an enhanced Disclosure & Barring check.

SIGNED:

DATE: September 2020

NAME: Karen Morris Associate Director of Business Development and Apprenticeships