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| **Colchester Institute Person Specification** |

**Position: Associate Professional Development Coach – Management Level 7**

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|  | Essential | Desirable | How is this assessed? |
| Qualifications |  |
| Education to level 5 or above and/or a professional qualification in relevant subject area or equivalent | ✔ |  | A |
| Minimum of Level 2 qualification inEnglish and Mathematics GCSE 4+ or Cand above / CSE Level 1 / O-Level C orabove / Level 2 Adult Numeracy orLiteracy or equivalent | ✔ |  | A |
| Assessor/Verifier Awards OR completionwithin 1 year of employment or 1 year ofthe first available course | ✔ |  | A / I |
| Qualification in providing information,advice and guidance |  | ✔ | A |
| Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course |  | ✔ | A / I |
| Qualified to Level 7 in management or a similar field  |  | ✔ | A |
| Membership to a professional body E.G ILM/CMI |  | ✔ | A |
| **Experience** |  |
| Experience of working with a diversegroup of learners with contrasting individual needs | ✔ |  | A / I |
| You will be an experienced management and leadership professional who has operated at a senior management level  |  | ✔ | A / I |
| Recent and demonstrable industryexperience in management and leadership  | ✔ |  | A / I  |
| Experience of training and assessingagainst business management standards and qualifications  |  | ✔ | A / I  |
| Experience of assessment and qualityassurance processes and procedures |  | ✔ | A / I |
| Experience of dealing with a range of stakeholders and managing expectations  | ✔ |  | A / I |
| Coaching and mentoring skills in the context of senior leaders within organisations  |  | ✔ | A / I |
| Experience of management consultancy  |  | ✔ | A / I |
| **Knowledge and Skills** |  |
| Ability to keep and maintain accurate records and documentation  | ✔ |  | A / I |
| Wide knowledge across all management and leadership functions including strategic Planning and management, talent management, change management etc. | ✔ |  | A / I |
| Good knowledge of the apprenticeshipstandards in area of responsibility | ✔ |  | A / I |
| The ability to plan ahead to meet targetsin a timely manner and to keep accuraterecords | ✔ |  | A / I |
| Good team working skills particularly theability to work closely and effectivelywith other staff | ✔ |  | A / I |
| Proactive approach to work and thewillingness to take on new andchallenging tasks | ✔ |  | A / I |
| Excellent IT skills, including excel andthe use of outlook | ✔ |  | A / I |
| Excellent interpersonal, oral and written communication skills | ✔ |  | A / I |
| Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment. | ✔ |  | A / I |
| **Personal Attributes** |  |
| Keen desire to drive qualityimprovements within own area ofresponsibility | ✔ |  | A / I |
| Understands the importance of diversity, equity and Inclusion  | ✔ |  | A / I |
| Enjoys working collaboratively and seeking collaborative opportunities | ✔ |  | A / I |
| Ability to work flexibly to meet changing needs and work demands such as remote working  | ✔ |  | A / I |
| Continuously improving and commitment to own personal and professional development | ✔ |  | A / I |

KEY:

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| A | Application |
| I | Interview |
| P | Presentation/Micro-teach |
| T | Test |