

Business Innovation Advisor

Person Specification

Attributes	Essential	Desirable
Qualifications	HNC/D or equivalent level of qualification with relevant experience. Good standard of literacy and numeracy.	Degree in a relevant area of expertise Guidance qualification. IOSH qualification.
Experience	Previous experience of working with unemployed adults and young people with barriers to employment. Experience of dealing directly with external organisations and employers. Experience of working with employability programmes. Previous experience of working in a guidance setting. Administrative experience.	Experience of working on Skills Development Scotland programmes including Modern Apprenticeships and Employability Projects. Experience of working towards deadlines. Experience of working in a target driven environment. Experience in preparing documents for compliance. Experience in working in a similar advisory role, preferably within education, employability, or business development.
Skills/Knowledge	Highly motivated with demonstrable organisational and planning skills and good time management skills. Good IT Skills including Word, Access and Excel. Able to work on own initiative and as a member of a team. Excellent communication skills and the ability to communicate at all levels.	Knowledge of other service providers in the area. Knowledge of further education funding and contracts.

Other	Able to relate to people with motivational challenges or learning difficulties. Able to work with both groups and individuals on a one to one basis and with the ability to deliver services to both. Enthusiastic and able to motivate others. Project a professional image. Able to travel throughout South Lanarkshire and surrounding area. Attention to detail and accuracy in record-keeping and reporting. A proactive and collaborative approach to work.	Current driving licence
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