

JOB DESCRIPTION

Business Innovation Advisor

Line Managed By: Business Innovation Manager

Job Purpose & Objectives

The Business Innovation Advisor will provide vital operational and administrative support to the Business Innovation team, enabling the effective delivery of the College's contracts and commercial activities. Working closely with the Business Innovation Manager, the postholder will contribute to the achievement of departmental targets by assisting with programme coordination, stakeholder engagement, and administrative processes. The role will support the College's broader strategic objectives, particularly around fostering innovation, enhancing student outcomes, and diversifying income streams.

Key Tasks & Responsibilities

Programme Support

- Assist with the coordination and delivery of employability and training programmes, ensuring smooth day-to-day operations.
- Proactively participate in student recruitment by assessing individual needs and identifying additional support requirements, ensuring the achievement of various funding contracts whilst collaborating closely with employers
- Support the monitoring of student progress on employability programmes and other fixed term contracts, maintaining accurate records and assisting with reporting
- Ensure programme protocols are precisely followed, promptly reporting any delays to the Business Innovation-Manager
- Provide appropriate and effective pre-entry guidance; ongoing support and mentoring; pre-exit guidance for both students and employers.
- To assist in the provision of skills assessment and the preparation of individual programmes
- Develop and deliver employability support through group sessions & 1:1 support

- Provide administrative support for commercial initiatives, including scheduling meetings, preparing materials, and maintaining client records
- Lead and deliver a comprehensive range of employability activities for students, playing a key role in their delivery including organising work placements/trials, CV workshops and one-to one sessions.
- Handle all student matters with sensitivity and discretion, ensuring compliance with confidentiality and data protection policies

Stakeholder Engagement

- Establish and maintain positive relationships with employers, funders, and other external partners to ensure effective communication and collaboration.
- Coordinate logistics for events, workshops, employer engagement and meetings, representing the Business Innovation team as required.
- Liaise with Heads of Department, Curriculum Managers and Lecturers in the provision of appropriate programmes.
- To source and identify employers looking to expand or up-skill their workforce.
- Comply with all current Health and Safety and other legislation.
- Relay up to date information to employers of any additional funding/grants and assist them with the application process.

Administrative Duties

- Ensure accurate, high quality, and robust administrative processes are in place to maintain up-to-date records for contracts, funding applications, and programme outcomes.
- Check and prepare documentation for audits, reports, and evaluations in collaboration with the Business Innovation Managers.
- Monitor key deadlines for funding applications, contract renewals, and reporting requirements.
- Ensure all relevant student's records are complete, accurate, and timeously completed to meet funders and College recording and audit requirements.

Reporting & Monitoring

- Support the preparation of performance reports, gathering and inputting data as required.
- Assist with tracking progress against key performance indicators (KPIs) and flagging areas for improvement.

Continuous Improvement

- Contribute ideas for improving processes and practices within the Business Innovation team.
- Stay informed about developments in employability and commercial education, sharing relevant insights with the team.
- Participate in appropriate CPD activities to maintain knowledge of current & stakeholder developments

WHO WE ARE

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

Date Updated: August 2025