

## Business Innovation and Development Advisor (Apprenticeships)

### Person Specification

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

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