

BORDERS COLLEGE

JOB DESCRIPTION

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| Job Title | Assessor/Development Officer |
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| Post Holder | |
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| Accountable To | Account Manager (STEM & Sustainable Construction) |
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| Responsible For | Delivery of SVQs in agreed subject areas Development of new awards in this portfolio Delivery of relevant short courses Employer engagement |
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| Department | DEBI |
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| Overall Purpose of Job |
| <p>To assess and promote SVQs and deliver support and training to the candidates. Delivery of short courses and development of apprenticeship portfolio and commercial delivery.</p> |

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| Main Duties and Responsibilities |
| <p>To</p> <ul style="list-style-type: none"> • market and promote the provision of the Department of Enterprise and Business Innovation to new and existing customers • assist candidates to complete funding paperwork to ensure appropriate funding is secured • deliver comprehensive inductions to candidates • engage in all aspects of the assessment cycle (planning, assessment, review and feedback) • provide tutorials / training sessions on topics related to Scottish Vocational Qualifications / Modern Apprenticeships • attend and contribute to team meetings, standardisation and moderation meetings • comply with reporting processes of candidate progress (monthly to line manager and to employer as required) • share knowledge and best practice with other members of the team • undertake Personal and Professional Development • adopt flexible working methods to meet the changing needs of the College • develop and maintain high quality standards appropriate to the post • develop and maintain professional standards and expertise by undertaking relevant professional development • Attend internal and external meetings and networking events as required • Develop new awards within the apprenticeship suite • Work with Account Managers to engage with employers and develop commercial provision • Provide support for assessment team and assist to develop processes and procedures <p>To demonstrate appropriate Competency and Behaviours:</p> |

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- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Comply with College policies, procedures and the decisions of the College.
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

Quality Assurance:

- To comply with internal systems for quality including Internal Verification, audits, Approvals.
- To comply with external systems for quality including External Verification, audits.

Customer Service:

- To work to the principles of customer service through the delivery of high quality, efficient service.
- To meet Borders College's contractual obligations for delivery of all services and training to customers.

Programme/Product Development:

- To assist in the development of Scottish Vocational Qualifications and delivery resources
- To ensure the programme of delivery meets the needs of the customer
- To develop additional awards in the suite
- Work with Account Managers to develop awards and promote best practice

Health and Safety:

- To ensure safe and healthy environments for all candidates, staff and visitors
- To adhere with Borders College's Health and Safety policies, procedures and systems

Finance:

- To meet agreed targets and milestones as identified by line manager
- To report on financial targets monthly as required by funders

Professional Development:

- To maintain high quality continuous professional development activities within area of expertise
- To maintain accurate, up to date CPD records.

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

| QUALIFICATIONS | Essential or Desirable |
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| GCSE or equivalent in maths and science at SCQF 5 | Essential |
| SVQ at SCQF 7 or above or equivalent occupational experience in a relevant subject area (for example: Management, Care/Childcare, Hospitality) | Essential |
| Appropriate Assessor/Verifier qualifications | Desirable |
| KNOWLEDGE | Essential or Desirable |
| Knowledge of SVQ delivery process and assessment strategy for agreed subject area | Desirable |
| Comprehensive knowledge of subject area | Essential |
| EXPERIENCE | Essential or Desirable |
| Experience in agreed subject area at an appropriate level | Essential |
| INTERPERSONAL SKILLS AND ABILITIES | Essential or Desirable |
| Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College | Essential |
| Ability to impart knowledge to others effectively | Essential |
| OTHER ABILITIES/QUALITIES | Essential or Desirable |
| Effective prioritisation and organisational skills | Essential |
| Able to plan ahead and anticipate support needs | Essential |
| Capacity to work under pressure | Essential |
| Ability to work effectively within a team | Essential |
| E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information | Essential |
| Have a strong sense of purpose and the drive to achieve agreed goals | Essential |
| Ability to maintain a tidy and organised workspace | Essential |
| Ability to work in isolation and manage own time | Essential |
| ATTITUDES AND BELIEFS | Essential or Desirable |
| Commitment to continuous professional development | Essential |
| Commitment to high professional and personal standards of work and conduct | Essential |
| A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career | Essential |
| WORK-RELATED CIRCUMSTANCES | Essential or Desirable |
| The ability to be flexible and provide support to other team members | Essential |