

## Personal specification for Consultants for City & Guilds Assured

### Essential experience

Current, up-to-date, relevant, knowledge and experience of working in learning and development in or with one or more of the following;

- Employers
- Colleges, universities
- Training providers
- Trade associations
- Charities

Extensive knowledge and experience at a senior level within learning and development, including the design, development and delivery of training in the workplace including:

- Planning and management
- Design and delivery
- Participant support
- Quality assurance
- Evaluation and continuous development

Experience of delivering results in challenging timescales, either with substantial benefits and/or demonstrable change for an organisation.

Relevant and up-to-date CPD record

### Essential knowledge and skills

Extensive knowledge of work based training theory and application

Organisational skills and the ability to prioritise effectively

Analytical, critical thinking skills

Excellent interpersonal skills, confident communicating at all levels

Excellent, accurate written and verbal communication skills with substantive experience of providing supportive, concise feedback to senior and middle managers

Experience of producing clear, accurate and concise written reports

Proficient IT skills

Ability to work independently

### Availability

Flexibility to travel across UK

International travel flexibility for International clients' activity

**Desirable**

Extensive consultancy experience ideally with a recognised UK consulting company, working with clients at a senior level

Knowledge of digital credentials

Experience of change management principles and procedures within large/ complex organisations

Experience of coaching managers and front line staff

Track record and credibility in building strong board level client relationships

Recognised Assessor, Internal/ External Quality Assurer qualifications;

- D, A/ V or TAQA qualifications

Knowledge of the City & Guilds Group and our services and products

**Additional essential knowledge and skills for optional dimensions**

**1. Assessment**

Extensive knowledge of the assessment principles, procedures and practice for work based skills and knowledge

Up to date experience of assessing and quality assuring training courses and/or vocational qualifications

**2. Leadership & Management**

Extensive knowledge and understanding of leadership, management and coaching or enterprise standards

Experience within a middle to senior role management role

Level 5 or above Leadership and/or Management qualification

**3. Elearning**

Experience of developing training involving learning technologies, including elearning, digital content, virtual classrooms, social learning and learning management systems.

Knowledge of SCORM and ideally xAPI.

Experience in implementing and managing learning management systems