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**Faculty of Technology**

**Degree Apprenticeships**

**Business Development Consultant**

**ZZ005141**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**THE TERMS OF APPOINTMENT**

Full-time

Permanent

Salary is in the range £31,406 - £35,326 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

The full-time standard University hours are 37 per week which are normally from 8.30 a.m. to 5.15 p.m. Monday to Thursday and 8.30 a.m. to 4.15 p.m. Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned. If the position is part-time, the hours and days worked will either be as stated in the advert or discussed at interview/appointment. Overtime is not normally payable but time off in lieu may be given.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three-year period of employment or study (where there has been no employment). One of your referees must be your current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

If the position has a requirement for Disclosure and Barring Service check (DBS) or Non-Police Personnel Vetting (NPPV), this will be stated in the advert. Further information will be provided once the selection process has been completed.

All applications must be submitted by 23:59 (UK time) on the closing date published.



**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Business Development Consultant |
| **Faculty/Centre:** | Faculty of Technology |
| **Department/Service:****Location:** | Degree ApprenticeshipsRosalind Franklin East |
| **Position Reference No:** | ZZ005141 |
| **Grade:** | 6 |
| **Cost Centre:** | 41570 |
| **Responsible to:** | Degree Apprenticeship Manager |
| **Responsible for:** | NA |
| **Effective date of job description:** | September 2021 |

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| **Purpose of Job:** |
| The Business Development Consultants primary function is to gain new business for the University through an effective sales operation. They will be targeted to achieve new business within a defined occupational portfolio and specifically for new Apprenticeship, Learning at Work and CPD starts. The Business Development Consultants will be required to generate new leads, communicate to employers and students and drive new starts on a portfolio of courses.Business Development Consultants will be required to work very closely with faculty staff, course leaders and Admissions to ensure a coordinated approach and that any duplication of effort is avoided. |

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| **Key Responsibilities:** |
| * To seek and secure new business from portfolio of Apprenticeships, Learning at Work and CPD to meet university targets for enrolments and income
* Attend internal and external events to promote portfolio of courses to employers, individuals, trade groups etc
* Create and update marketing materials as required
* To record, monitor and update client portfolio using the University’s Customer Relations Management system.
* To identify and work with potential collaborators for Apprenticeship, Learning at Work and CPD delivery.
* To identify and exploit new funding opportunities, disseminating information appropriately across the University.
* To assist in the organisation, promotion and delivery of seminars and events to raise awareness and competence of those staff involved in Apprenticeship/Learning at Work/CPD scheme delivery.
* To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others.
* To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances.
* Such other duties as may be reasonably required by the Degree Apprenticeship Manager
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| **Working Relationships:** |
| * Director of Learning at Work
* Degree Apprenticeship Manager
* Academic staff across all faculties
* University Marketing department staff
* Associate Deans Academic & Students
* Governmental bodies
* External clients and partner organisations
* External Employers and Apprentices
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1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Extensive Sales experience, within Higher Education sector and/or apprenticeships | E | AF, S |
|  | Experience of working in a large complex organisation. | E | AF, S |
|  | Knowledge of the national apprenticeship scheme. | E | AF, S |
|  | Understanding of academic process and culture. | D | AF, S |
|  | Administrative experience in Higher/Further Education or equivalent | D | AF, S |
|  | Knowledge of work based learning | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Organisational and time-management skills; able to work to deadlines. | E | AF, S |
|  | Excellent communicator with strong interpersonal skills including discretion and the ability to establish and maintain trust | E | AF, S |
|  | Able to develop good working relationships with key staff internally and throughout partner organisations. | E | AF, S |
|  | Presentation skills. | E | AF, S |
|  | Report writing skills. | E | AF, S |
|  | Strong influencing skills  | E | AF, S |
| **3.**  | **Education &/or Training** |  |  |
|  | Degree level or equivalent experience. | E | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Commitment to equality, diversity, respect and dignity | E | AF, S |
|  | Customer-focused. | E | AF, S |

**Legend**

Rating of attribute: E = Essential; D = Desirable

Source of evidence: AF = Application Form; S = Selection Programme (Including Interview, Test, Presentation)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [Job Hazard Information](http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforrecruiters/essentialinformationandformsforrecruiters/) **document in order to do this.**  |
| 1. International travel/Fieldwork  |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants, welding fume)  |  |
| 2. Manual Handling (of loads/people)  |  | 14. Working at height |  |
| 3. Human tissue/body fluids (e.g. Healthcare settings, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water  |  |
| 4. Genetically modified Organisms  |  | 16. Confined spaces |  |
| 5. Noise > 80 DbA  |  | 17. Vibrating tools  |  |
| 6. Night Working (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 7. Display screen equipment | X | 19. Compressed gases |  |
| 8. Repetitive tasks (e.g. pipette use, etc)  |  | 20. Small print/colour coding |  |
| 9. Ionising radiation/non-ionising radiation/lasers/UV radiation  | 21. Soil/bio-aerosols |  |
| 10. Asbestos and/or lead  | 22. Nanomaterials  |
| 11. Driving on University business: mini-bus (over 9 seats), van, bus, forklift truck, drones only)  | 23. Workplace stressors (e.g. workload, relationships, job role, etc.) X |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Claire Middleton |
| **Date** | September 2021 |
| **Extension number** | 2694 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.