

Person Specification: Industry Placement Account Manager

Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 3 or equivalent in a relevant qualification (A) • Level 2 in literacy and numeracy or equivalent (or be willing to work towards) (A) • 	<ul style="list-style-type: none"> • Degree in relevant subject (A) • Level 2 IT qualification and/or experience using a CRM system to record and track activity (A)
Experience	<ul style="list-style-type: none"> • Working in a college / school environment. • Planning and recording – able to plan and monitor work experience opportunities, measure progress and produce information for accurate data tracking (A, C) • Track record of liaising with external companies (D) • Excellent customer service skills including effective and professional telephone and face to face communication skills within an appropriate context • Previous experience of managing a team of people • Ability to be assertive and set achievable targets. 	<ul style="list-style-type: none"> • Previous experience in an employer engagement role, preferably in an FE environment • Experience in supporting tutors to liaise with external companies (A, C, D)
Knowledge and Understanding	<ul style="list-style-type: none"> • Strong numeracy (B) • Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within London design engineering UTC and the wider community (A, C) 	
Other skills and abilities	<ul style="list-style-type: none"> • High standard of interpersonal skills and emotional intelligence. • Excellent written and oral communication skills with the ability to communicate effectively to a variety of audiences (A, B, C, D) • Excellent at working in teams (C, D) • Ability to manage time and prioritise well, meet 	<ul style="list-style-type: none"> • Interest in whole college developments and the wider life of the college

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	<p>deadlines and work under pressure (A, B, C, D)</p> <ul style="list-style-type: none"> • Command respect of learners and staff and be an advocate for the UTC (A, C, D) • Strong team working skills and the ability to work effectively with people at all levels (B, D) 	
Personal qualities	<ul style="list-style-type: none"> • Accuracy and attention to detail (C) • Flexible approach to work (A, C,D) • Ability to relate to academic staff and students (A,C) • Ability to work under pressure and to tight deadlines (A) • Honesty, integrity, ability to build trust (A,C) • Resilience (B, D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) • Commitment to the aims and values of the UTC (A, B, C) • Confidence, communication skills and fluency to deal with staff, learners and parents (C, D) • Awareness, understanding and commitment to equal opportunities (A) • An understanding of the needs of young people (C) • Maintains high professional standards at all times (D) • Friendly, approachable and polite • Effective presentation, organisational and administrative skills with accuracy and attention to detail (B) • Ability to prioritise, self-manage and cope with a demanding workload (A, C) • Reliable and excellent time keeping (C) • Commitment to the promotion of equality and diversity and safeguarding the health and wellbeing of young people and vulnerable adults • Willingness to undertake on the job training and to attend relevant staff development programmes (A, C, D) • Able to work flexible hours when required (A) • Clear enhanced DBS (D) 	