

# Business Development Executive

**Job Description**

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| **Area** | **:** | **Apprenticeships and Employer Engagement** |

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| **Salary** | **:** | **£30,881 - £34,745 *(per annum)*** |

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| **Hours of Work**  ***(Full-time/Part- time)*** | **:** | **37** |

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| **Line Manager** | **:** | Employer Engagement and Relationship Manager |

**Responsibility for** :Identifying and providing solutions to employers’ training needs; *and*

: Promoting the welfare of children and young people.

## Main Purpose of Job:

To provide support to the Work Based Learning Team in order to ensure that the provision:

* Meets the needs of learners, employers and other stakeholders
* Is of the highest possible quality in terms of learner outcomes and learner/employer satisfaction
* Is effective, efficient and provide excellent value for money
* Reflects the vision, mission, aims and values of the college
* Is innovative, developmental and sector leading
* Promotes a culture of excellence and equality
* Is judged as outstanding at next Ofsted/QAA Inspections.

The post-holder will be a member of the Faculty of Enterprise and Services within the Work Based Learning area.

## Key Duties and Responsibilities:

1. Reflect the vision, mission, aims and values of the college.
2. Support fully at all times the College’s Aims and Objectives.
3. Contribute to business planning, monitoring and review in conjunction with the Work Based Learning Manager and Directors.
4. Contribute to team development and training activities.
5. Develop and grow key employer accounts in line with the College’s Strategic Plan and Work- Based Learning and to meet agreed targets for activity.
6. Develop and sustain a cross College approach and drive for meeting employer workplace development needs.
7. Undertake organisational and training needs analyses both with employers and their employees.
8. Cost training proposals for education and training programmes.
9. Collate and present training proposals and solutions to employers.
10. Co-ordinate the development of new programmes of activity with the Curriculum Areas in response to needs identified by industry sectors.
11. Manage and ‘quality assure’ the delivery of programmes in liaison with the Faculties and College Quality Managers.
12. Comply with internal and external course and project administration and reporting requirements.
13. Keep up to date with current sector issues and guidelines, developing relationships with key bodies within the sector(s) network and contribute to local and national initiatives and developmental work.
14. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.

**Generic**

1. Support and promote a culture of innovation, excellence and equality.
2. Comply with College policies, procedures and agreements.
3. Contribute to the risk management of the College.
4. Support and follow the College’s strategies on equality, diversity and safeguarding.
5. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
6. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
7. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

***This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.***



# Business Development Executive

## Person Specification

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| \*Test = Skills Test/Knowledge Test/Micro Teach/Presentation | **Assessment Method** | | | | | |
| Application Form | \*Test | Interview and Presentation | Psychometric Testing | Qualification Certificates | References |
| **Education and Qualifications** | | | | | | |
| Essential |  |  |  |  |  |  |
| * GCSE Grade C *(4/5)* in English and Maths | **** |  |  |  | **** |  |
| * HND/Level 4 Qualification | **** |  |  |  | **** |  |
| * Initial Advice and Guidance NVQ Level 3 *(willingness to work towards)* | **** |  |  |  | **** |  |
| * Level 3 workplace health and safety qualification or equivalent *(willingness to work towards)* | **** |  |  |  | **** |  |
| Desirable |  |  |  |  |  |  |
| * Evidence of on-going professional development | **** |  |  |  | **** |  |
| * Accredited qualification or approved CPD in Sales Techniques *(or willingness to undertake)* | **** |  |  |  | **** |  |
| **Skills and Experience** | | | | | | |
| Essential |  |  |  |  |  |  |
| * Good working knowledge and understanding of the employment and skills agenda | **** |  | **** |  |  |  |
| * Experience in the successful assessment of requirements to design tailored training for employers | **** | **** | **** |  |  |  |
| * Experience of team working | **** | **** | **** |  |  |  |
| * Proven track record of organisational ability | **** |  | **** |  |  |  |
| * Good working knowledge in the use of technologies for learning, including CRM systems; | **** |  | **** |  |  |  |
| * Understanding of equality and diversity in a learning environment | **** | **** | **** |  |  |  |
| * Ability to promote learning and opportunity for all | **** | **** | **** |  |  |  |
| Desirable |  |  |  |  |  |  |
| * Proven experience of successfully delivering challenging sales targets | **** | **** | **** |  |  |  |

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| **Personal Attributes** | | | | | | |
| Essential |  | | | | | |
| * Excellent interpersonal, communication and influencing skills | **** |  | **** |  |  | **** |
| * Excellent team player with a can-do attitude |  |  | **** |  |  | **** |
| * A desire to enable staff to teach effectively |  |  | **** |  |  |  |
| * Commitment to on-going professional development | **** |  | **** |  |  |  |
| * Flexibility and ability to work under pressure | **** |  | **** |  |  |  |
| * Confident in dealing with a wide variety of stakeholders | **** |  | **** |  |  |  |
| * Able to use own initiative | **** |  | **** |  |  |  |
| * Ability to work under pressure and to meet deadlines | **** |  | **** |  |  |  |
| * Excellent organisational skills | **** |  | **** |  |  |  |
| * Excellent team-working skills | **** |  | **** |  |  |  |
| * Good IT skills | **** |  | **** |  |  |  |
| * Able to represent and promote the College in a professional manner. |  |  | **** |  |  |  |
| * Ability to be flexible over hours |  |  | **** |  |  |  |
| * Full, current driving licence | **** |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required (mileage allowance payable) | **** |  |  |  |  |  |

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| **Special Factors** |  |  |  |  |  |  |
| Essential |  |  |  |  |  |  |
| * Full, current driving licence | **ü** |  |  |  |  |  |
| * Car owner, with a willingness to use on College business as required *(mileage allowance payable)* | **ü** |  |  |  |  |  |
| * Enhanced DBS check | | | | | | |

Updated: June 2025