

Person Specification for the Role of ILM Lead Assessor

Role summary:

- Monitor and support allocated ILM Assessors to ensure a standardised and consistent approach to quality assurance
- Support the development and delivery of ILM Assessor standardisation meetings, updates, training sessions and online resources
- Support the Associate Management team with the recruitment, selection and training of new ILM Assessors
- Produce reports, as requested, to support quality assurance and consistency of the ILMA service
- Provide advice and guidance to ILM Assessors, Associate Managers, Industries and Products and Quality Delivery team

Education and Training	Essential	Desirable
A degree or equivalent		✓
Hold Assessor and IQA qualifications (D32, D33, D34 or A1, V1, or TAQA)	✓	

Relevant Experience	Essential	Desirable
Knowledge and experience of Leadership & Management and Coaching & Mentoring qualifications, Levels 2 – 5	✓	
Experience of working in a regulated environment, in line with quality assurance requirements	✓	
Liaise with a wide range of clients and customers across different sectors	✓	
Experience of coaching and mentoring	✓	
Experience of performance managing a team and providing positive and constructive feedback to ensure consistency of practice	✓	
Skilled in planning and delivering engaging training and standardisation events and evaluating of feedback received	✓	
Experience of worked as an assessor		✓
Experience of recruitment, selection and training	✓	

Skills / Qualities	Essential	Desirable
Excellent organisation and planning skills	✓	
Use effective communication skills to liaise with internal and external stakeholders	✓	
Excellent communication skills, both written and verbal	✓	
Good attention to detail	✓	
Able to work to deadlines	✓	
Able to work independently as well as part of a team	✓	

Can use IT effectively to complete work and support the requirements of the role	✓	
Excellent report writing skills	✓	
Always work in a professional manner	✓	
Able to identify trends and analyse data		✓