

**Person specification for the role of Chartered Manager**

Essential	Desirable
Up-to-date, relevant, and broad experience of working in the occupational area of the apprenticeship standard including practical and current knowledge of working practices which reflect the whole standards content.	Ideally, the assessor will be an experienced professional manager and hold relevant professional membership such as The Institute of Leadership and Management (ILM)
Must hold a Masters/Level 7 qualification or comparable.	Experience of preparing for and communicating to a target audience
Has experience of the subject area for the assessments for which they will be responsible.	
Holds an appropriate quality assurance qualification.	
<p><b>Essential knowledge and skills:</b></p> <ul style="list-style-type: none"> <li>➤ A detailed understanding of apprenticeship standards, assessment plan and assessment/quality assurance processes, with specific knowledge about the relevant industry area for the role</li> <li>➤ Experience of carrying out workplace performance evidence-based assessments using a range of assessment methods</li> <li>➤ Experience of producing clear, accurate and concise written reports.</li> <li>➤ Proficient IT skills including the use of assessment portal(s) and management of conference/webinar system(s)</li> <li>➤ Analytical, critical thinking skills</li> <li>➤ Excellent interpersonal skills</li> <li>➤ Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback.</li> <li>➤ Organisational skills and the ability to prioritise effectively.</li> <li>➤ Ability to work independently but also within a team.</li> <li>➤ A commitment to own Continuous Professional Development (CPD) and maintenance of relevant logs of activities undertaken.</li> <li>➤ Experience of marking and grading assessments</li> <li>➤ Experience of assessment and quality assurance processes.</li> </ul>	
Flexibility to travel across UK	



Driving License	
Have diary flexibility to be able to conduct EPAs when requested from City and Guilds/ ILM	