Lead Mapping Consultant	
Role Overview	Support, standardise and quality assure a team of Mapping Consultants
1. Standardisation	
1.1	Develop and present content for training, standardisation and updates, liaising with the relevant teams
1.2	Review all submitted Mapped provision on request from the Service Delivery Manager
1.3	Standardise Mapping Consultant practice, to ensure that quality practices, policies and procedures are adhered to, in line with City & Guilds programmes
2. Mapping activities	
2.1	Act as a Mapping Consultant when requested
3. Associate support	
3.1	Monitor and support Mapping Consultants in line with their task profiles
4. Advice to City & Guilds	
4.1	Support the City & Guilds team with the recruitment, selection and training of new consultants
4.2	Provide support to the City & Guilds teams on mapping queries, as required
4.3	Contribute to the annual Mapping Consultant review process
4.4	Produce a quarterly Lead Mapping Consultant report, reporting on trends and issues identified by Mapping Consultants, centres and approval/renewal activities
5. Communication	
5.1	Respond to phone calls and emails within 2 working days
5.2	Inform City & Guilds immediately if unable to complete allocated work

All duties must be carried out in accordance with City & Guilds procedures and instructions.