

Lead ILM Assessor	
<b>Role Overview</b>	
Support, standardise and quality assure a team of ILM Assessors	
<b>1. Standardisation</b>	
1.1	Develop and present content for ILM Assessor training, standardisation and updates, liaising with the relevant teams
1.2	Implement sampling plans, in line with the sampling strategy, recording sampling on sampling records
1.3	Standardise ILM Assessor practice, to ensure that assessment practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
1.4	Accompany/ observe ILM Assessors on Assessment visits/ remote assessments in line with the City & Guilds sampling strategy
1.5	Complete Lead ILM Assessor sampling reports within 10 working days of the assessment being completed.
1.6	Confirm occupational competencies and CPD of ILM Assessors
<b>2. Assessing</b>	
2.1	Act as an ILM Assessor when requested
<b>3. Associate support</b>	
3.1	Monitor and support ILM Assessors in line with their task profiles
3.2	Maintain regular contact with ILM Assessors to provide updates and support as required
<b>4. Advice to City &amp; Guilds</b>	
4.1	Support the City & Guilds team with the recruitment, selection and training of new ILM Assessors
4.2	Provide support to the City & Guilds teams on ILM Assessor queries, as required
4.3	Contribute to the annual ILM Assessor review process
4.4	Produce a Lead ILM Assessor report, reporting on trends and issues identified by ILM Assessors, customers and sampling
<b>5. Communication</b>	
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.