

Lead Recognition Consultant	
Role Overview	Support, standardise and quality assure a team of Recognised Consultants
1. Standardisation	
1.1	Develop and present content for 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 Recognised Consultant practice, to ensure that assessment practices, policies and procedures are adhered to in line with City & Guilds and regulatory arrangements
2. Consultant activities	
2.1	Act as a Recognised Consultant when requested
3. Associate support	
3.1	Monitor and support Consultants in line with their task profiles
3.2	Maintain contact with Consultants to provide updates and support
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 quality assurance queries, as required
4.3	Contribute to the annual Consultant review process
4.4	Produce a quarterly report, reporting on trends and issues identified by consultants, customers and sampling
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.