



8. Provide administrative support for qualification-related meetings, workshops and events, including preparation for stakeholder meetings
9. Collate and present monthly registration and certification statistics for Product Development Managers, the Director of Product Strategy and other internal stakeholders as required.
10. Collate product information to support preparation for internal and external audits as well as qualification and programme funding applications
11. Assist in preparing internal communications on key product changes
12. Locate and provide product documentation, in response to customer queries and requests

The above duties are not exclusive or exhaustive and the post holder may be required to carry out such other appropriate duties as may be determined by the Director of Product Strategy.

## **OTHER DUTIES**

1. To contribute to the operational activity of the organisation where this relates to the overall benefit of Skills and Education Group. Such activity and its scope will be jointly agreed in advance.
2. To ensure awareness of, and compliance with, all health and safety requirements taking reasonable care of the health and safety of yourself and other persons in accordance with the provision of Health and Safety legislation.
3. To exercise proper care in operating, handling and safeguarding any equipment and appliances provided and issued by Skills and Education Group for individual or collective use in the performance of duties.
4. To keep up to date, so far as is necessary for the efficient executive of the role, with new legislation, procedures and methods.
5. To participate in the Group's appraisal process and to undertake appropriate training/development to ensure up-to-date knowledge and practices are applied and maintained for the efficient and effective performance of the post and to support the Company's strategic objectives.
6. To uphold and promote the Group's Equal Opportunities and Diversity policies and practices.
7. To present an appropriate professional image on official Company business.

## **TERMS AND CONDITIONS**



This post is subject to the terms and conditions determined by Skills and Education Group.

0115 854 1620

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