

SVQ Assessor (Relief)

UHI Orkney

At a glance:

Grade: G

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

As a SVQ Assessor you will be reporting to a Curriculum Leader and based in UHI Orkney. Your work will include assessing a range of SVQs.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Visit candidates in their place of work, to undertake workplace assessment with a flexible approach.

Carry out induction of SVQ candidates and undertake assessment planning.

Support and guide candidates in the building of their SVQ portfolio and evidencing of underpinning knowledge.

Maintain accurate and up-to-date student records—including attendance, assessments and achievements—while ensuring continuity of information through regular liaison with relevant staff.

Liaise with employers to monitor student progress, support candidates, and enhance practice with relevant occupational standards.

Contribute to curriculum development through course reviews, team meetings, resource creation, and programme organisation with a forward-thinking approach.

Communicate effectively with students, service users, external agencies, senior management, and internal colleagues, including handling sensitive information with discretion when required.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

HNC/SVQ3 or equivalent level professional qualification in the relevant curriculum area.
Assessing qualification (L+D 9 or equivalent) or achieve this within 12 months.
Considerable experience of working, and good practice, in setting appropriate to SVQ being assessed.
Experience of working at supervisory level within the curriculum area with positivity and supportive and positive enthusiasm.
Knowledge of appropriate Codes of Practice (if applicable).
Communicates clearly and concisely when providing feedback that adapts to the needs of others.
Ability to travel efficiently and effectively between various work locations to meet the operational requirements of the Service.

Requirements of the Role

Disclosure/PVG:	Level 2, PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No