

Degree Apprenticeships Manager

Job Ref: REQ180204

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

About the Programme Quality and Teaching Partnerships Office

The Programme Quality and Teaching Partnerships (PQTP) Office provides central administrative services supporting the development and implementation of the University's learning and teaching strategy as well as policies and procedures which enable the University to meet its responsibilities for the assurance of academic standards and quality in relation to taught programmes (including programme and module approval and review procedures).

The remit of the Office includes quality assurance and some operational aspects of collaborative provision and student exchanges, in addition to more traditional delivery on the campus. Staff of the PQTP Office also carry out duties related to student rights and responsibilities, for example, procedures for academic appeals, academic misconduct and student discipline as well as some committee servicing.

Additional Information: The University currently has plans for two Level 7 (taught postgraduate) Apprenticeship programmes with the potential for others at this level in other subject areas.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

This role involves working closely with University Schools and Professional Services to coordinate and continuously improve the development, delivery and monitoring of the University's Degree Apprenticeships programmes. Responsibilities include developing the University's frameworks for operating Degree Apprenticeships and ensuring compliance with all aspects of apprenticeship contract delivery, as well as managing the financial, contractual and relationship elements of the Education and Skills Funding Agency's (EFSA) apprenticeship funding. The post holder will proactively establish and maintain key partnerships and networks, internal and external to the University, relevant to Degree Apprenticeships.

Job Duties

1. Support the development of the University's Degree Apprenticeships programmes and contracts in liaison with Academic Schools and relevant Professional Services.
2. Work closely with Schools to agree the required contracts with prospective employers and End Point Assessment Organisations, taking responsibility for confirming eligibility and for negotiating contracts on behalf of the University.
3. Ensure that the University and apprenticeships are set up on relevant Education and Skills Funding Agency systems.
4. In liaison with other Academic Registry colleagues and School staff, ensure procedures are established to admit and maintain accurate and compliant records on all apprentices using standard admissions and record-keeping procedures as far as possible.

5. Develop evaluation frameworks and management systems to assess programmes and contracts, to ensure compliance with funding requirements and to identify areas for improvement.
6. Taking the lead to ensure that accurate and timely reports and apprentice data are provided as required by the ESFA and other external bodies and clients.
7. Working with employers to ensure they are providing accurate and timely information on apprenticeships via the Government's Digital Apprenticeship Service and that this information matches the University's data.
8. Work with Finance Business Partners to manage apprenticeship contract funds according to accounting policies and procedures and University's regulations and ensure that all financial records for apprenticeships are accurate and up to date.
9. Identify and evaluate the risks associated with apprenticeship delivery activities and take appropriate action to control the risks.
10. Monitor apprenticeship delivery activities on a regular basis and conduct regular evaluations according to the University and funding body programme evaluation frameworks to ensure compliance, reporting regularly to the Apprenticeships Project Management Board (and other relevant committees) and recommending changes to enhance delivery and procedures as appropriate.
11. Act as the University's expert in the area of Degree Apprenticeships, keeping up to date with new and emerging data management, funding, compliance and audit requirement developments, and taking appropriate actions in response.

Other

12. To undertake any other duties which may reasonably be required by the Head of Programme Quality and Teaching Partnerships and Academic Registrar that are commensurate with the nature and grade of the post.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Head of Programme Quality and Teaching Partnerships.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial professional education administration experience, ideally including an element of work relating to HE quality assurance in a vocational and/or collaborative context	1, 3
	Experience of interpreting and implementing regulatory and procedural frameworks in an education context, preferably HE	1, 3
	Experience of formulating institutional policies and guidance	1, 3
	Some experience of working with external partner organisations, ideally employer liaison	1, 3
Skills and abilities	Ability to learn independently, think systematically and to master and apply new knowledge and skills quickly	1, 3
	Excellent interpersonal and negotiation skills (including tact, diplomacy and sensitivity), with the ability to relate effectively and influence people at all levels in different types of organisation	1, 3
	Excellent writing skills and the ability to extract salient points from discussion	1, 2, 3
	Ability and confidence to make reasoned judgements based on available evidence	1, 3
	A good level of numeracy	1, 3
	Proven ability to be proactive, to prioritise a complex and varied workload, meet deadlines and work with minimum supervision	1, 3
	Excellent practical IT skills and the ability to apply them to administrative processes	1, 2, 3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic or regulatory documents	1, 3
	Proven ability to work as part of a team	1, 3
	High level of attention to detail	1, 3
	The capacity to develop a high level of project management skills.	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1, 3

Qualifications	Strong educational background including at least a second class honours degree or equivalent	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of the administration of Degree Apprenticeships	1, 3
	Experience of interpreting legislation and complex regulations	1, 3
	Practical experience of contract negotiation	1, 3

Conditions of Service

This is a full time permanent position. Salary will be on Management & Specialist Grade 7, £39,992 - £47,722 per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Dr Jennifer Nutkins, Academic Registrar, by email at J.C.Nutkins@lboro.ac.uk or by telephone on 01509 222226

Applications

The closing date for receipt of applications is **Tuesday 27 March 2018**. Interviews will be held on the following date: **Friday 13 April 2018**.