

A photograph showing several black graduation caps with red tassels falling through the air against a bright, white background. The caps are scattered across the upper half of the page.

Candidate Information Pack

A photograph showing several hands raised in the air, some with fingers spread, against a bright, white background. The hands are positioned in the middle-right section of the page.

University of Bolton

Group Director of Apprenticeships

June 2021

I am delighted that you are considering applying for the post of Group Director of Apprenticeships at what is an exciting time for the University of Bolton.

Built on our proud heritage, the University has an ambitious strategy and aims to be the UK's first "Teaching Intensive and Research Informed" University. In support of this we have started a journey of wilful institution building, with a Group structure that now includes nursery, primary, secondary, further, higher education and Apprenticeships. Having delivered our 2020 strategy we are now looking forward to defining the next five years, with a new academic strategy to be developed, which will see the University further transform its position regionally, nationally and internationally as a leader in social mobility. Working effectively with employers will be a pre-requisite of success, and Apprenticeships are central to our offer. Bolton is located in Greater Manchester and the University of Bolton is a key partner in skills and growth initiatives within the city region.

The University of Bolton, Bolton College and Alliance Learning (a work-based learning provider) all proudly deliver Apprenticeships within the University of Bolton Group, from level 2 to level 7 in a range of specialisms. Bolton College and Alliance Learning are established providers with a strong track record in delivering Apprenticeships; whereas, the University of Bolton is a relative newcomer commencing delivery in 2016. Each holds its own ESFA contract and is independently rated by Ofsted as a 'good' provider. In total the Group has around 1600 Apprentices, generating circa £6 million income, and supports local, regional and increasingly national employers. Particular strengths are in health, engineering and construction related disciplines.

We are now looking for a strong and experienced leader to shape and deliver a coherent Group strategy for sustainable Apprenticeship growth, through the delivery of relevant, innovative and outstanding quality Apprenticeships that capitalise on the unique assets of the University of Bolton Group.

Within this Candidate Information Pack you will find the following:

- Background information on the University Group and our Apprenticeship agenda
- Job description and person specification
- Details on how to apply

As a small Higher Education Institution (HEI) the University has a family and collegiate feel, with a culture of agility and willingness to create and take advantage of new approaches and opportunities for the benefit of our students.

We very much look forward to receiving your application and hearing more about how you could take Apprenticeships forward across the University of Bolton Group.

Caroline Cowburn

Assistant Vice-Chancellor (Transformation)

Introduction to University of Bolton

The University traces its educational roots all the way back to 1824 when it opened as one of the first mechanics' institutes.

Granted University status in 2005, Bolton now has a global student body of around 11,000 - including all campuses and affiliates - employing over 750 people and with a turnover of £60m, circa £100m for the Group. The University is based on a modern, compact, town-centre campus.

Our strong industry links allow us to provide a large number of professionally accredited courses through partnerships that include several Chartered Institutes, the British Psychological Society and the Nursing and Midwifery Council. More than 30 of our courses are professionally accredited, reflecting the industry focus of course content.

The University of Bolton is committed to helping and supporting students, teachers and advisers at every stage of the journey into higher education. Valuing its strong partnerships with local schools and colleges, the University offers a range of activities supporting progression into higher education.

Our UK campus development

In recent years, the University has had a major redevelopment programme creating new facilities for study and recreation. In early 2012, we opened a moot Law Court and Bolton One, our new, purpose-built, £31 million health, leisure and research centre, in partnership with NHS Bolton and Bolton Council.

It is home to premier teaching and research activity, including flagship health and sports courses and services which are open to everyone. These include an Athlete Development Centre, Sports and Spinal Injury Clinic, climbing wall, Centre for Research and Health and Wellbeing, and a Clinical Simulation suite.

2013 saw the launch of the Business School – hosting Business, Law and Accountancy, along with the Centre of Islamic Finance under one roof. In late 2017, the new facility for the re-branded Institute of Management (consisting of Business and Accounting) opened in state-of-the-art facilities adjacent to Bolton's transport inter-change. There is also a recently purpose built £10m National Centre for Motorsports' Engineering.

Recent developments and our current situation

In August 2018, the University acquired Bolton College, situated across the road from the University, which provides vocational training to some 10,000 learners. This transaction was the first of its kind in England and, coupled with the acquisition of Alliance Learning, allows for a 'one-stop-shop' within the University Group for Apprenticeships all the way from level 2 to level 7. We believe this will be of very significant benefit to students and employers. The University acquired the outdoor activity charity, The Anderton Centre, in March 2019, enabling us to provide a range of enhanced experiences for our students. The University Collegiate School, part of the Quest multi-academy trust, is located adjacent to the campus. The University continues to invest in and further develop its estate and facilities and has ambitious plans for its future, including the potential development of the Bolton College of Medical Sciences in conjunction with Bolton NHS Trust.

The development of the Bolton Education Zone as a clearly differentiated quarter of Bolton has resulted in the regeneration and transformation of the town. The University aims to continue to contribute to the economic development of Bolton and the wider region, as an engine for regional growth through education, training and knowledge exchange. The University is therefore very well placed to embark on the next stage of its evolution, to consolidate and develop its existing areas of strength, and to identify, invest in and grow, new centres of potential excellence aligned with industry needs.

Further information on the constituent parts of the University Group can be found via the links below:

- [University of Bolton](#)
- [Bolton College](#)
- [Alliance Learning](#)
- [Anderton Centre](#)
- [University Collegiate School](#)



A woman with glasses, wearing a grey blazer and a yellow and orange patterned scarf, is smiling and looking towards the left. She is standing in an office environment. In the background, there is a computer monitor displaying a technical drawing of a wheel, a keyboard, and a mouse on a wooden desk. A person's hand is visible on the mouse. The overall scene is bright and professional.

OUR MISSION STATEMENT

“To be a distinctive teaching intensive, research informed university known for the quality of our staff, our facilities and our links to employment sectors.”

Key objectives

We will capitalise on our regional strength to build a national and international brand by enhancing the quality, reputation and perception of the organisation. This aim will be achieved through consolidation, focus, differentiation and the creation of value through teaching, learning and knowledge exchange. The University and all its programmes will present a distinctive competence and unique excellence. As an organisation striving for the highest quality in all we do, we will offer our students the very best teaching intensive experience underpinned and informed by high quality research.

Key priorities

- The student experience and student satisfaction
- Focusing upon an intensively supportive teaching and learning environment
- Investment in staff, developing our existing staff as well as making new appointments
- Investment in IT infrastructure
- Robust and well-developed communications strategy
- A robust planning cycle to design, implement and monitor
- Local plans to deliver the strategic plan
- Strong quality assurance processes and procedures

Key objectives

- Continue to improve the student experience
- Develop the brand and our reputation
- Improve student recruitment, retention and employment
- Develop applied research and knowledge exchange
- Create a network of partner employers and improve the employability of our graduates
- Develop appropriate off campus provision
- Invest in new facilities and continuously improve the estate
- Be financially sustainable
- Be outstanding in all aspects of provision

The Teaching Intensive Research Informed (TIRI) agenda

The University of Bolton has strategically positioned itself as a “Teaching Intensive Research Informed (TIRI)” University. The fundamental principle of this approach is to provide high quality intensive teaching and individualised support to our Undergraduate (UG) and Postgraduate (PG) students across the academic disciplines of the University. The intensive teaching is sustained by rigorous research that informs both the content and delivery of the curriculum. The TIRI strategy places the students at the centre of “everything we do” and aims to develop distinctive academic strengths and competitive advantage in the sector.

The core purpose of the TIRI agenda is to provide excellent teaching and unparalleled learning experience to our students. This involves developing “Platinum Courses” in a focused set of academic disciplines in which the University will be a leading provider of Undergraduate and Postgraduate courses. These courses will be market relevant attracting critical mass of high quality students from across the UK and internationally. The TIRI approach aims to achieve the overall excellence in teaching and student learning through the following key elements: excellent academic staff; state-of-the-art course curriculum and content design; innovative teaching delivery methods and processes, rigorous research underpinning the teaching; high quality facilities and learning environment; robust quality assurance systems and processes; and outstanding student support and experience throughout the student life cycle. All the academic and support units across the University are aligned towards this overarching approach.

The apprenticeship agenda

The University of Bolton, Bolton College and Alliance Learning (a work-based learning provider) all proudly deliver Apprenticeships within the University of Bolton Group, from level 2 to level 7 in a range of specialisms. Bolton College and Alliance Learning are established providers with a strong reputation for successfully delivering Apprenticeships; whereas, the University of Bolton is a relative newcomer commencing delivery in 2016. Each holds its own ESFA contract and each is independently rated by Ofsted as a 'good' provider. In total the Group has around 1600 Apprentices, generating circa £6 million income, and supports local, regional and increasingly national employers. Particular strengths are in health, engineering and construction related disciplines.

The individual providers, that is the Head of Apprenticeships at the University, the Director of Apprenticeships at Bolton College and the Chief Executive of Alliance Learning, already work collaboratively to share and develop best practice, to develop an integrated offer to employers and to plan curriculum.

The Group Director of Apprenticeships will shape and deliver a coherent Group strategy for sustainable Apprenticeship growth that benefits individuals, employers and the wider economy through the delivery of relevant, innovative and outstanding quality Apprenticeships that capitalise on the unique assets of the University of Bolton Group in a financially efficient model. Commonality of structure, systems, processes, approach and culture, not least in relation to employer engagement, will be essential to offer a seamless service reflective of the exemplary standards expected, and that is recognisable, as the Group experience we are striving to create.

Bolton is located with Greater Manchester and the University of Bolton is a key partner in skills and growth initiatives within the city region.

Introduction to the role

The University of Bolton is looking to recruit a Group Director of Apprenticeships to lead and develop Apprenticeships across the University of Bolton Group: University of Bolton; Bolton College; Alliance Learning.

Much has already been achieved, through collaborative working, and we now wish to appoint a Group Director to take us on the next stage of our journey.

This senior post would particularly suit an enthusiastic and entrepreneurial individual, who is solutions-focused with an eye for both bigger picture opportunities and detail. Comfortable navigating complexity, having exceptional influencing skills and experience in delivering change, perhaps in a multi-entity operation.

Job description and person specification

The role

Main functions of the post, reporting to the Assistant Vice Chancellor Transformation at the University of Bolton.

- Foster a whole Group approach to the sustainable growth, development and delivery of Apprenticeships and the associated business development/administrative support functions across Alliance Learning, Bolton College and the University of Bolton
- Deliver an outstanding Apprenticeship experience for Apprentices and employers.
- Drive continuous improvement of quality and compliance, evidence by external audit and Ofsted.
- Work collaboratively with, and support colleagues on, University wide priorities/initiatives outside own specific area of work in support of the University Strategic Plan (to include but not limited to open days, clearing and other corporate priorities)

Principal duties and responsibilities:

- Work in close collaboration with the Assistant Vice Chancellor Transformation - AVC (T) and experienced Group colleagues at the University of Bolton, Bolton College and Alliance Learning, to lead and foster a whole Group approach to achieve significant/sustainable growth in Apprenticeships, by creating and delivering innovative Apprenticeships and associated business development/administrative support functions in a financially efficient model.
- Advise on, and subsequently put in place, consistent arrangements to ensure that value and benefits derived from the Group approach to Apprenticeships are optimised, within funding, contractual and compliance rules.
- Lead on the development of the Group Apprenticeships strategy, in line with strategic directives, working with the AVC (T) and other senior colleagues, and its subsequent implementation and buy-in, ensuring that key deliverables are achieved.
- Develop a Group Apprenticeships evidence-based employer engagement strategy/plan that reflects national, regional and local opportunities and target sectors, drive implementation through collaborative team working, ensuring that relevant staff are briefed and appropriate consistent systems and collateral are in place to deliver an exceptional service to employers.
- Ensure that potential Apprentices are encouraged to apply to the Group, and that they receive an outstanding experience from initial point of contact throughout the learner journey to achievement and beyond.
- Work with academic colleagues to ensure innovative, agile Apprenticeship curriculum development and progression pathways across the Group, that are informed by national/regional/local economic drivers, employer feedback and emerging trends such as green technology, AI and digital.
- Work with the University of Bolton Jobs for Students team on areas of common interest; such as vacancy matching, recruitment skills, employer engagement and referrals.
- Work in close collaboration with Group colleagues at Alliance Learning, the University of Bolton and Bolton College, to identify bid/tender opportunities at a local, regional, national level and lead/support high quality successful submissions to secure income, working with academic delivery teams.
- Proactively create and pursue growth opportunities, represent the Group at external meetings, including significant local/regional/national employers, enhancing the Group's reputation as an Apprenticeship provider.
- Ensure approval on the RoATP and any other registers/frameworks, as appropriate.
- Ensure that the Apprenticeship delivery model, systems and processes (to include but not limited to accreditation, validation, evaluation, reporting and end point assessments) are fit for purpose, and requirements are met, working collaboratively with senior managers responsible for the academic provision.
- Build on existing 'good' rated provision, seeking continuous improvement and developing innovative practice, with the ambition of becoming Ofsted 'outstanding'. Supporting Group colleagues by providing expert Apprenticeship advice, and embedding good practice from within the Group in relation to quality/Ofsted, and to assist in on-going readiness for inspection, with a particular focus on the University in the short-term, taking a leading role in the immediate preparation for, and during, any Ofsted inspection.
- Ensure robust systems and processes are in place, and be assured of compliance with external requirements such as ESFA, Safeguarding/Prevent, lead as necessary in external audits, with a particular focus on the University in the short-term.
- Ensure the compliant and efficient delivery of all Apprenticeship contracts and accurate and timely data returns to ESFA, and other bodies, as required.
- Monitor performance, identify risks, and swiftly put in place improvement plans to address any identified areas of underperformance.

- Produce accurate high quality reports: monthly Group Apprenticeship performance reports against targets that include income, Apprenticeship numbers, KPIs, updates on Group arrangements and initiatives; and various Committee/Executive/Board reports.
- Build positive and productive relationships with colleagues at all levels within the Group, and lead/participate in Group or University related committees, steering groups, working groups, operating within and across team and organisational boundaries.
- Keep up to date on latest developments in relation to Apprenticeships/skills policy, funding and best practice, refine strategy accordingly and ensure the Group is positioned to take advantage of opportunities.
- Support the University in complying with its OfS regulatory requirements.

General duties and responsibilities:

- Contribute to effective corporate leadership and decision-making, the formulation of corporate policies and initiatives and the development of collaborative, cross-group working processes.
- Promote a high performance positive culture where people are enthused and motivated to perform to their best, through supportive and professional leadership and management.
- Effectively manage, within Group standards and procedures, a budget and associated resources.
- Actively support all Group policies, including the Group's strategic aims to ensure policies are supported by staff and students.
- Work collaboratively with, and support colleagues on University and Group-wide priorities/initiatives outside own specific area of work, to include, but not limited to Open Days, Clearing and other corporate priorities, in line with the University 'Team Bolton' ethos.
- Work flexibly across the Group at all Group locations.
- Undertake all other such duties as may be required by the line manager.

Note:

This is a description of the role requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary update to incorporate changes where appropriate. The review process will be conducted jointly by the relevant manager in consultation with the role-holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

The person

Qualifications

- Relevant Honours degree [ESSENTIAL]
- Higher level qualifications/professional membership in an appropriate area e.g. management, marketing, business or education [ESSENTIAL]

Skills/knowledge

- Extensive current knowledge of Apprenticeships, policy, funding, quality & compliance [ESSENTIAL]
- Financial management, management of funding, forecasting of income and Apprenticeship numbers [ESSENTIAL]
- Able to write high quality accurate performance reports and evidence-based discussion papers to inform decision-making [ESSENTIAL]
- Able to determine strategy and develop implementation plans [ESSENTIAL]
- Skilled change-manager with the ability to influence others and comfortable in navigating complexity [ESSENTIAL]
- Detailed knowledge of the Ofsted framework in respect of apprenticeship delivery and development [ESSENTIAL]

Experience

- Proven up-to-date experience of successfully strategically leading and developing substantial Apprenticeship provision [ESSENTIAL]
- Experience of effective working to achieve results across team and organisational boundaries, possibly multi-organisation [ESSENTIAL]
- Demonstrable personal track record of successful engagement at a senior level with employers and external partners to generate opportunities [ESSENTIAL]
- Proven track record in business development and marketing to employers, leading employer engagement teams and determination of diagnostic and relationship management strategies [ESSENTIAL]
- Experience of leading Apprenticeship related curriculum design, delivery and improvements [ESSENTIAL]
- Experience of flexibly and efficiently managing resources, including people and budgets [ESSENTIAL]
- Experience of developing, leading and managing high performance teams [ESSENTIAL]
- Proven experience of leading successful significant bids/ applications [ESSENTIAL]



Personal qualities

- Commitment to delivery of high quality
Apprentice and employer experience [ESSENTIAL]
- Commitment to continuous improvement and
innovative ways of working across the Group
[ESSENTIAL]
- Exceptional writing skills, with attention to detail
[ESSENTIAL]
- Self-sufficient completer finisher, able to operate at
pace [ESSENTIAL]
- Entrepreneurial and forward looking [ESSENTIAL]
- Willing and effective contributor to team working
[ESSENTIAL]
- Able to form successful and productive internal
and external collaborative working relationships
[ESSENTIAL]
- Commitment to personal and professional
development [ESSENTIAL]
- Aptitude for finding pragmatic solutions to complex
issues [ESSENTIAL]
- Commitment to student centred vision that
underpins Group strategic and operations goals
[ESSENTIAL]
- Able to use discretion and maintain confidentiality
[ESSENTIAL]

Other

- Commitment to work flexibly in support of the Group,
which could involve being based at any of the Group's
locations [ESSENTIAL]
- Awareness of the principles of the Data Protection
Act, Freedom of Information Act, Bribery Act, UKVI
requirements and Health and Safety within the work
environment [ESSENTIAL]
- Commitment to the University's policy on equal
opportunities and diversity [ESSENTIAL]
- Able to work flexibly and travel as appropriate in order to
meet the needs of the University [ESSENTIAL]
- Commitment to safeguarding and promoting the welfare
of young people and vulnerable adults [ESSENTIAL]
- Have access to suitable IT equipment and broadband
internet access at home to work remotely if required by
the University [ESSENTIAL]

How to apply

In order to apply for this role please submit a cover letter (of no more than 2 sides of A4) succinctly evidencing how you meet the requirements, confirming your current salary, right to work in the UK and suitability for the post with a full Curriculum Vitae (CV) by email to: hr@bolton.ac.uk

Your CV should include the following:

- Educational and professional qualifications (indicating where and when they were obtained)
- Employment history giving the following details where applicable; budgets, numbers of people managed and relevant achievements in recent posts
- Names and contact details of three relevant referees (referees will only be contacted with your knowledge)

Timescales

Closing date for applications is:
9 July 2021

Panel interviews are expected to be held on:
w/c 19 July 2021

Offer and acceptance:
Immediately following interviews

Commencement of employment:
As soon as possible

Interview expenses

Reasonable expenses supported by receipts will be reimbursed, including second/standard class return rail fare.

Further information

Detailed information regarding the University can be found on our website at:
<http://www.bolton.ac.uk/AboutUs/ReportsPolicy.aspx>

If you wish to discuss the role on an informal and confidential please contact Mr Chris McClelland, Executive Director of HR:
+44 (0) 1204 903572
cm11@bolton.ac.uk

Terms and conditions of the appointment

The post is open-ended and reports to the Assistant Vice Chancellor Transformation.

Salary:

Competitive circa £70k (may be more for exceptional candidate, depending on skills, knowledge and experience).

Pension:

Membership of an excellent contributory pension scheme - the Greater Manchester Pension Fund (GMPF). If you are already a current member of the Universities Superannuation Scheme (USS) you can remain in that scheme if you wish.

Holidays:

Generous annual leave entitlement.

Working hours:

The notional working hours for colleagues employed at the University are 36.5 hours per week. The post holder will be required to work as many hours as are reasonably necessary to fulfil the requirements of the role. Therefore the successful candidate would be required to agree to waive the 48-hour week limit set out in the Working Time Regulations 1998.

Place of work:

The principal place of work will be based on the University of Bolton's campus. As part of your duties, you will be required to travel within the United Kingdom and may be required to travel overseas. Such travel may include attendance at conferences, seminars or meetings.

Relocation expenses :

Relocation expenses will be made available to the right candidate.

Travel to work:

As part of your Contract of Employment you should live within reasonable travelling time/distance of the University to fulfil the requirements of the role.

Living in Bolton:

More information on living and working in Bolton can be found at [Visit Bolton](#).

Health check:

Confirmation of appointment to the post will be subject to a satisfactory health check.

References:

Confirmation of appointment is subject to the receipt of three satisfactory references.

Notice:

3 months from/to the University to expire at the end of a term.

Benefits of working at the University

Bolton One

Stay fit and healthy at our £31 million on-site leisure centre with fitness suite, 25m swimming pool, sports hall, climbing wall and a great range of classes. It also hosts a sports and spinal injury clinic and athlete development centre open to all abilities.

University staff enjoy:

- Free term-time swimming in the morning, lunchtime and late evening
- Discounted memberships
- Discounted lunchtime and evening fitness classes

Cafe culture

The Bistro, the sandwich bar and the Deane deli all serve hot and cold food from breakfast to early evening. There's also an onsite newsagents and cash machine.

Cycle scheme

Save on the cost of a new bicycle and safety equipment. The scheme allows you to save income tax and national insurance contributions, as the value of the vouchers is taken out of your salary before tax.

Season ticket loan

Interest free loan to buy discounted annual rail season ticket.

UoB benefits

UOB Employee Benefits gives employees access to a great range of discounts on: travel bookings, high street vouchers, gift cards, cinema tickets, days out, leisure activities and your day to day spending.

Flexible working

You will find that the University is supportive and flexible in helping you juggle jobs and everyday living, although we do not operate a formal flexi-time scheme. You can request flexible working if you have 26 weeks' service or more.

Health and wellbeing

In addition to Bolton One, we also offer:-

- Free eye tests for all staff using computers
- Discounted private medical insurance plans via AXA PPP Healthcare Ltd
- A free 24 hour, confidential staff helpline for counselling, advice and support
- Discounted assessment and treatment from the Sports and Spinal Injury Clinic

Other leave

- Paid adoption leave, maternity leave and paternity leave
- Annual shutdown over the Christmas and New Year period
- Flexible leave for emergencies and compassionate leave

Library membership

Staff have full access to the Peter Marsh library including our iMacs, touchscreen PCs or laptops in our self-service Tech Zone. There's free wireless network access on campus and around town – just pick up a voucher from the library.

Location

The University is just 10 minutes' walk from Bolton town centre and the famous Bolton Market, three supermarkets and a retail park. We're also 10 minutes' walk from the railway station with direct links to Manchester and Manchester Airport and 10 minutes from Bolton bus station with local links.

Personal development

We offer a comprehensive induction to welcome you to the University and a range of staff development courses and access to the Mentoring Academy. Paid study leave may be available.

Religious worship

Our multi-faith Chaplaincy supports the spiritual life of the whole University community, celebrating festivals and notable dates. We have a multi-faith prayer room and prayer preparation facilities.

Equality and diversity

The University is committed to promoting equality and diversity in all of its endeavours and aims to provide a work, learning and teaching environment free for discrimination and unfair treatment. This commitment is set out in the University Equality & Diversity.