

Job Description

Position:	School Apprenticeship Manager
School/Service:	Faculty of Engineering, Arts & Creative Technology
Reference:	ENG-205/P
Grade:	Grade 8
Status:	Permanent
Hours:	Full time (1FTE)
Responsible to:	Dean of Faculty – Dotted line to Director of Apprenticeships

Main Function of the Post:

- To manage, and develop the programme of Degree Apprenticeships within the Faculty. Ensuring the effective planning, development, promotion, and delivery of high-quality apprenticeship provision that meets employer requirements, motivates and engages apprentices to achieve and progress beyond their expectations.
- To ensure that procedures are in place and followed by all associated with the delivery of the apprenticeships programmes as well as report on KPIs and areas of concern within the delivery. Acting on issues swiftly and decisively where possible and escalating any matters necessary to senior management.
- To co-ordinate and manage all compliance (ESFA) and quality assurance (Ofsted) requirements for Engineering in conjunction with the directives from the Central Apprenticeship Team (CAT)
- To disseminate and receive best practice in the management of compliance and quality to University of Bolton Group members.

Principal Duties and Responsibilities:

1. To Manage and inspire the School's degree apprenticeship programme teams to deliver effective provision that meets employer/apprentice and regulatory requirements.
2. To monitor and respond to apprenticeship key performance measures, through standard quality processes (and in collaboration with the Programme Leaders / Head of School) for: recruitment and admissions; apprentice progression; standards of apprentice achievement, all aspects of the employers and apprentices experience (surveys).
3. To lead on maximising the satisfaction of apprentices and apprentice employers as measured by the ESFA satisfaction surveys for each.
4. To plan in detail the operationalisation of apprenticeship programmes on engagement with employers. Work continually with the CAT (within the school and at university level) to ensure commitments to employers and apprentices are appropriate and enabling.
5. To coordinate the apprenticeship delivery teams and the line management of apprenticeship Work Based Trainers for the Faculty to maintain and deliver a high-quality of apprenticeships programme, including identifying staff development needs and coordinating Faculty degree apprenticeship development events
6. To work closely with Subject Teams to support high quality delivery of degree apprenticeships, lead the development and validation of new apprenticeship programmes in line with industry requirements and

quality standards, and support the course team in the production of annual SARs and continual monitoring of QIPs within monthly Performance Boards.

7. To co-ordinate the observation of apprentice teaching observations with the Education Department and in conjunction with them to identify relevant CPD for staff teaching on the DA programme and support its subsequent delivery.
8. To lead the planning and delivery of induction programmes and on-going induction to support Apprentices transitioning to Higher Education (HE) learning.
9. To lead employer facing support including the development of Degree Apprenticeship specific course documentation in tandem with CAT.
10. To support the Faculty compliance of the Degree Apprenticeships with ESFA and Ofsted requirements in conjunction with CAT and monthly Performance Boards, developing and managing action plans as required.
11. To support the implementation of outstanding Safeguarding practice (including health, safety and welfare) for apprentices across the Faculties apprenticeship programmes, in liaison with the University and School Leads with designated responsibilities for Safeguarding.
12. To be the lead person for the quality assurance of EPA, in line with the requirements of the Designated Quality Board (DQB), working in collaboration with CAT and SEO.
13. Support the DoA in planning activities for inspection and audit, as the Faculty representative.
14. To keep up to date with OfS regulatory requirements as they relate to Apprentices, and ensure compliance
15. To work with others across the University of Bolton Group to support Apprenticeship delivery, compliance and quality.
16. Promote a culture of high performance through supportive and high quality managerial and professional leadership to the team, enabling team members to fulfil their potential.
17. Work collaboratively with, and support, colleagues on University-wide priorities /initiatives outside own specific area of work in support of the University's Strategic Plan (inter alia Open Days, clearing and other corporate priorities) in line with the University 'Team Bolton' ethos
18. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times
19. To actively support the delivery of the University strategy for environmental sustainability, and champion sustainable practices.
20. Undertake such other duties as may be required with the grade and nature of the post.
21. To engage in continuous professional development and Undertake appropriate training and staff development as requested
22. Work flexibly, as required, with colleagues, and at locations across the University of Bolton Group.
23. Ensure and maintain integrity and confidentiality of data protection requirements in line with statutory and corporate requirements.
24. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role.

Note:

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

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

Person Specification

Position: Head of Apprenticeship Delivery (Faculty)		Reference: ENG-205/P	
School/Service: Faculty of Engineering Arts & Creative Technology		Priority	
Criteria		(1/2)	Method of Assessment
1 Qualifications			
1 a)	Honours degree in relevant subject area or equivalent level experience	1	Application Form/ Documentation
1 b)	Postgraduate qualification, or equivalent relevant experience	2	Application Form/ Documentation
1 c)	Relevant professional qualification/membership	2	Application Form/ Documentation
2 Skills / Knowledge			
2 a)	Demonstrable knowledge of both the Education Inspection Framework (EIF) and ESFA main training provider funding regulations	1	Application Form/Interview
2 b)	Able to develop plans and work in a structured, organised way, monitoring progress and prioritising workload (sometimes with conflicting deadlines) to meet own and service objectives	1	Application Form/Interview
2 c)	Strong interpersonal and relationship building and networking skills	1	Application Form/Interview/
2 d)	Strong time management and caseload management skills and experience of prioritising competing demands with minimum support	1	Application Form/Interview
2 e)	Ability to lead, motivate and influence staff, both within and outside line management responsibility, to ensure achievement of project outcomes and adherence to compliance requirements	1	Application Form/Interview/
2 f)	Excellent verbal and written communication skills e.g. the ability to communicate effectively and explain standard service procedures to students, staff at all levels and external colleagues.	1	Application Form/Interview
2 g)	Able to coach and develop colleagues on critical compliance and Ofsted requirements and facilitate consideration of the implications of these areas across Faculty	1	Application Form/Interview
2 h)	Understanding of risk management principles	2	Application Form/Interview
3 Experience			

3 a)	Detailed working understanding of the Education Inspection Framework and Education and Skills Funding Agency training provider regulations	1	Application Form/Interview/Presentation
3 b)	Considerable experience of managing, coaching and training high performing teams	1	Application Form/Interview/Presentation
3 c)	Demonstrable experience of successfully managing projects	1	Application Form/Interview
3 d)	Credible record of establishing effective working relationships with a wide range of people in a challenging environment	1	Application Form/Interview
3 e)	Experience of working within a FE or HE or private training provider setting, providing information, support and guidance on apprenticeship compliance and quality issues	1	Application Form/Interview
3 f)	A credible record of success in influencing and managing a diverse group of staff not under their direct line management responsibility	1	Application Form/Interview
3 g)	Experience of successfully co-creating and delivering outcomes as part of a team	1	Application Form/Interview
4	Personal Qualities		
4 a)	Able to work under pressure and to meet deadlines, systematic with an eye for detail and able to identify broader implications and contribute to strategic thinking	1	Interview
4 b)	Efficient and well organised, personally	1	Interview
4 c)	Efficient and well organised in support of running groups / servicing committees / monitoring progress against deadlines	1	Interview
4 d)	Supportive and collegiate, sensitive to individual needs and cultural differences whilst able to influence and challenge appropriately	1	Interview
4 e)	Self-motivating and proven ability to work unsupervised	1	Interview
4 f)	Commitment to continuous improvement, the promotion of equality and diversity and social mobility, and creative ways of	1	Interview
4 g)	Able to work collaboratively and to facilitate the development of effective working relationships, both internally and externally	1	Interview
4 h)	Able to build personal credibility and authority, including with academics, professional services and senior management	1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	1	Interview
5 d)	Available to work flexibly and remotely and travel as appropriate in order to meet the needs of the service	1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion – applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
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5. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.