

Job Description

General Details

Job title:	Associate Dean of Apprenticeships
School/Service:	Employer Partnerships
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0
Grade/Salary:	11
Date Prepared:	July 2019

Job Purpose

The Associate Dean Apprenticeships will provide leadership direction and operational management of Apprenticeships to ensure the effective planning, development, promotion and delivery of high-quality provision, that meets industry/employer needs and requirements, motivates and engages apprentices to achieve and progress beyond their expectations, and supports the achievement of our core purpose and institutional objectives.

Relationships

Reporting to:

Pro Vice Chancellor

Responsible for:

Apprenticeship provision.

Main Activities

- Ensure oversight of the Learner Experience from first point of contact to successful completion of the Apprenticeship.
- Ensure the engagement of staff from across the university in supporting effective delivery of high-quality apprenticeship provision and external quality assurance and compliance.
- Lead and direct the cross university "Apprenticeship Team" (direct and indirect reports) to support the achievement of institutional objectives and targets, working with Deans and Directors of Service.
- Contribute to organisational planning activities in relation to apprenticeship provision and use management information to set, implement, monitor and achieve targets and other KPIs to improve organisational performance and learner experiences across our apprenticeship provision.
- Contribute to the design of our apprenticeship provision to ensure that our programmes meet the needs of the industry/employers, engage and motivate apprentices, and provide progression pathways for apprentices. In conjunction with relevant internal managers and teams, forward plan the development of our apprenticeship offer to ensure that all relevant opportunities are

evaluated and where appropriate, are progressed for programme approval.

- Work in liaison with the Academic Quality Unit to develop and implement quality frameworks and systems that ensure consistently high performance is achieved across our apprenticeship provision.
- Lead on self-assessment/self-evaluation of our apprenticeship provision and related improvement planning activity.
- Be accountable for the compliance of our apprenticeship provision and operations with ESFA requirements and partnership lead provider requirements.
- Ensure outstanding Safeguarding practice (including health, safety and welfare) is implemented across our apprenticeship team, in liaison with staff with designated responsibilities for Safeguarding.
- Carry out external stakeholder engagement as appropriate to the role, to support the achievement of institutional objectives.
- Act as deputy nominee in relation to Ofsted inspection.
- Ensure that our apprenticeship provision is appropriately integrated into the core business of the University.
- Work with the Marketing Team to ensure that apprenticeship marketing, promotion and IAG collateral is current, fit for purpose and ensures a "right course" approach.
- Ensure that the use of surveys with apprenticeship students, employers and staff is planned, coordinated and aligned to our quality and regulatory compliance frameworks.
- Be accountable for the delivery of our apprenticeship provision within the set operating budget.
- Contribute to and support university strategic business planning, ensuring the timely preparation of documents and data to inform annual planning and monitoring processes relating to apprenticeship development and delivery.
- The role will involve being a member of internal committees and cross-university groups as required.
- Work with the Director of Learning and Teaching to promote innovation and quality enhancement in the design and flexible delivery of digitally-enabled learning for apprenticeship programmes.
- Contribute through personal research and scholarship to the development of a programme of pedagogic research, scholarship, publication and dissemination of best practice, related to the design, delivery and evaluation of employer-led apprenticeship programmes, work-related learning and the development of higher technical skills.
- Act as a senior ambassador for Staffordshire University living our values and promoting our 'Connected University' through external engagement regionally, nationally and internationally.
- To undertake any other reasonable duties as determined by the Pro Vice Chancellor

Special Conditions

N/A

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. The duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).