Job Description

General Details

Job title:	Apprenticeship Programme Coordinator (SBS19-07)
School/Service:	Staffordshire Business School
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full time working 1.0 FTE
Grade/Salary:	Grade 7
Date Prepared:	February 2020

Job Purpose

To manage the day to day activity of Business School's higher and degree apprenticeship portfolio and CPD programmes and related projects, providing a point of contact for apprenticeship workstream leads, work based education officers and relevant academic staff. Provide a lead role in support service within the Business School in managing, monitoring and coordinating in the successful delivery of apprenticeship programmes aligned to University's policies, compliance, quality and process management systems. Working in collaboration with key stakeholders, including liaison with professional and regulatory bodies such as CMI, ILM, EFSA and Ofsted the post holder will ensure that realistic management and coordination plans are developed and maintained including the assessing and managing risks to ensure the successful delivery of relative projects including accurate management and compliance across apprenticeship programmes. The postholder will work with the Associate Dean – Students, Head of the Department, Apprenticeship course leaders in the Business school to ensure that strategic deliverables are completed within agreed timescale and allocated resources.

Relationships

Reporting to:	Associate Dean - Students
Responsible for:	Work Based Education Officers

Main Activities

- To undertake project planning and the day to day coordination and management activities for apprenticeship education and a related portfolio of CPD programmes.

- To monitor programme delivery against key performance indicators, across apprenticeship portfolio, and impact targets and provide regular report on progress.

- To develop and maintain realistic administrative management systems and procedures for apprenticeship courses to successfully deliver relevant compliance requirements aligned to University's policies, compliance and quality process requirements

- To support and undertake, management and planning for the timely delivery of apprenticeship portfolio including timely completion of tripartite reviews

- To co-ordinate and monitor the funding distribution to ensure contract requirements are fulfilled, including payments relating to subcontracting of higher and degree apprenticeships.

- To organise quality and compliance programme planning, management and review meetings as part of day to day administrative management of apprenticeship provision in the school

- To provide support to the school in the delivery of apprenticeship portfolio of courses including recruitment, events and communications with key stakeholders.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel nationally, on a frequent basis, as part of the role.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

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. Thus, it must be appreciated that 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).

Application Procedure

We encourage you to apply on-line at our website http://jobs.staffs.ac.uk as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.