



Staffordshire University Services Ltd

Job Description

General Details	
Job title:	Apprenticeship Officer (EP19/06i)
School/Service:	Employer Partnerships
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	Full time, working 37 Hours per Week
Grade/Salary:	Grade 6
Date Prepared:	February 2020

Job Purpose
Support the continuous improvement and compliance of the delivery of the University's degree and higher apprenticeship programmes and contracts, including Education and Skills Funding Agency (ESFA) and Ofsted. Monitoring and supporting the day-to-day operation of the employer partnerships and Apprenticeships provision, ensuring the required compliance and KPIs throughout the apprenticeship journey. The post holder will support the performance and compliance monitoring, accurate collection and analysis of data across the University.

Relationships	
Reporting to:	Apprenticeship Operations Manager
Responsible for:	None

Main Activities
<ol style="list-style-type: none">1. Provide administrative services to the Apprenticeships team relating to compliance, data, processes, MIS systems and procedures.2. Collect data and monitor information to develop and produce regular, standard and bespoke reports for SMT, Schools and the Executive.3. Maintain accurate information in the delivery of apprenticeships data across the University.4. Supporting Apprenticeship Operations Manager and Employer Partnership Development Managers/Officers with the compliant and evidenced delivery of Apprenticeships.5. Undertake day-to-day (operational) administration covering compliance, monitoring, analysis and reporting of key performance indicators of Apprenticeship delivery as required.6. Devise and implement required processes and procedures and templates.7. Ensure and continually review service position for up to date and in full audit-ready evidence.8. Support the implementation of regular client satisfaction surveys as determined by ESFA and Ofsted.9. Oversee the collation and organisation of the management information dashboard, interpreting and

presenting the key performance indicators as determined by the University.

10. Work with colleagues to develop and maintain communications to maximise outreach and engagement with a range of internal audiences to support compliance, identifying and evaluating the risk associated with programme activities.
11. Contribute to the organisation of internal events i.e. workshops and training or ESFA/Ofsted rules and regulations.
12. Support internal and external review of evaluation of programmes.
13. Utilise social media to promote the service's engagement with students and employers.
14. Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
15. Contribute to the maintenance of a safe and healthy work environment within the Service.

Special Conditions

The role holder will be required to travel between sites from time to time in a cost-effective manner.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Professional Development

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

Variation to Job Description

The employer 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

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Informal Discussion

Should you wish to discuss this vacancy informally before making an application please contact:

Jo Phillips: 01782 294132

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.