

Job Description

Job title	Apprenticeship Support Advisor
School/Service	Employer Partnerships
Normal Workbase	Stoke campus
Tenure	Permanent
Grade/Salary	Grade 5
FTE	Full-Time, 37 hours per week/ 1.0 FTE
Date prepared	November 2020

Job Purpose

To provide high quality, effective and professional support activities for the university's apprentice management service in line with internal and external requirements, to ensure all returns and submissions are completed in a timely manner liaising with appropriate university departments, as required.

Relationships

Reporting to: Apprenticeships Operations Manager
 Responsible for: N/A

Main Activities

- To be responsible for maintaining the details of apprentices, recording ongoing apprentice interactions, and developing/maintaining appropriate data management systems for funding purposes. Such activities will include system management, proactive follow-up with all current and prospective apprentices, preparing Individualised Learner Records (ILR), and ensuring compliance, audit and data protection requirements are fulfilled.
- To respond to internal and external enquiries relating to police education apprenticeship and support the team with the production of management information reports.
- To liaise proactively with employers, and act as the key point of contact between the Apprenticeship team, finance, schools and other university departments and teams.
- To be responsible for the administrative systems and databases underpinning this work, to ensure the smooth running of administrative support and operations for apprenticeship programmes.
- To be a data management support resource for the Apprenticeship team and the wider university, as required and ensure that learners are accurately recorded on the (digital) Apprenticeship Service to trigger funding.

- To actively contribute to the development of operational data management systems and administration processes to ensure apprentice learning statuses are accurately recorded and maintained.
- To update employer and apprentice contact details and maintain accurate records from application through application to programme completion.
- To ensure submission of data to maintain accuracy and timely submission to the ILR.
- Support apprentices to access and use Aptem as part of their apprenticeship
- Work collaboratively with the apprenticeship team and colleagues from finance, schools and other university departments and teams to deliver timely ILR submissions ensuring ESFA compliance requirements are met.
- To update relevant databases to support apprentice management ensuring that all records are promptly and accurately maintained.
- To contribute to the apprenticeship team and wider university acting as the key point of contact over apprenticeship data, ILR returns and funding issues.
- To have an up to date knowledge of apprenticeship policy, funding and ESFA funding rules.
- Participate in the University's appraisal process and take responsibility for identifying your own professional and career development needs.
- Contribute to the maintenance of a safe and healthy work environment within the Service.
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.
- To undertake other such responsibilities as may reasonably be required.

Special Conditions

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

The role holder will be required to travel between sites from time to time in a cost-effective manner, which may be through the use of a car.

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.

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 will 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.

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.