

Job Description

Job title	Work-Based Education Officer
School/Service	Staffordshire Business School (SBS)
Normal Workbase	Stoke campus
Tenure	Permanent
Grade/Salary	Grade 6
FTE	18.5 hours per week/ 0.5 FTE
Date prepared	February 2021

Job Purpose

Staffordshire University is proud to be leading the way with development and delivery of degree and higher apprenticeships and work-based education. This is an exciting and challenging opportunity for a work-based education specialist to join the University to work within one of the University's six Academic Schools on the monitoring and assessment of learners in meeting and evidencing the Knowledge, Skills and Behaviours outlined in the relevant apprenticeship and work-based education standards to evidence progress.

The role holder will work in partnership with the Employer Partnerships Service and employers to ensure all the relevant documentation is in place to meet funding and quality assurance requirements. The role will include the requirement to undertake learning reviews, some of which will take place within the learners' workplace.

Relationships

Reporting to: Apprenticeship Programme Coordinator

Responsible for: No line management responsibility

Main Activities

This role will undertake a range of activities relating to liaison and coordination of evidence to meet apprenticeship and work-based education standards:

- Visit learners in employment and provide comprehensive support in their work-based education and/or apprenticeship development.
- Provide skills, knowledge and behaviour insight and input to learners and assess competence to work-based and/or apprenticeship standards where appropriate in the professional setting.
- Maintain accurate records of the progress through learner reviews to meet work-based and/or apprenticeship quality assurance standards.

- Complete visit logs, assessment logs, schemes of work, travel claims and development plans in accordance to the latest Apprenticeship Funding and Performance Management Rules (updated annually).
- Undertake tripartite review meetings on a quarterly basis with employers and apprentices and any other additional meetings, such as work based observations, relating to employer activity and learner progress.
- Ensure learners have timely achievement and successful progression through monitoring of progress and evidence to meet work-based and/or apprenticeship standards.
- Maintain oversight of learners' 'Continuous Personal Development', keeping up to date with professional, lead and awarding body standards.
- Complete tracking systems to fulfil evidence requirements for work-based education and/or apprenticeships.
- To participate in internal quality audits to monitor standards of learners' work and relevant administrative duties.
- Thrive in working to support the work-based learner and/or apprentice's personal achievement and academic targets
- Timely completion of assessment reports, summaries and quality assurance documentation
- To support School and University activity to promote work-based education.
- 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 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.

The appointment will be based at the Stoke campus of the University, although the post holder will be required to travel to other areas of the University and region during their duties.

Due to the driving duties associated with this role the postholder will require a full driving licence. It is therefore expected that the postholder will be free from the influence of alcohol when presenting for duty. Further information is detailed in the University's Alcohol & Substance Misuse Policy.

Within the context of the main activities extended working hours may be required in line with the needs of the operational requirements 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'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: Tina Allen, Apprenticeship Coordinator Tina.allen@staffs.ac.uk

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.