



Job Description

Job Title	Apprenticeship Officer
Service	Business Engagement
Normal Workbase	Stoke campus
Tenure	Fixed Term until 31 July 2024
Grade/Salary	Grade 6
FTE/Hours	Full time working 37 hours

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 business engagement 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

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 Business Engagement 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. Contribute to the maintenance of a safe and healthy work environment within the Service.
15. To undertake other such responsibilities as may reasonably be required
16. To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
17. 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

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

There will be a need for the postholder to work occasional weekends to cover marketing and recruitment activities.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The 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 postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. 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 applicants to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

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

The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.