**Apprenticeship Manager  
Apprenticeships within Construction   
Ref: VBSS19.35**

In the Directorate of Construction and Engineering, apprenticeship delivery is at the heart of what we do and we make a substantial contribution to the Government’s apprenticeship strategy, we are a market leader in our field and everything we do is about maintaining and strengthening our position.

**Aims and purpose of the job**

We measure our success by how many of our clients achieve their apprenticeship programme and are happy with the service. We also measure how many of our employers value the services we provide to their business and the contribution our apprentices make.

**Specific accountabilities**

1. You will have a sound strategic mind set.  Know our business well, and ensure that the activities of your department are always firmly aligned with broader initiatives and strategies.
2. And / or have experience of delivering / managing in house employer led programmes and implementing staff development initiatives.
3. And /or delivered a graduate programme in the relevant delivery and have experience of talent mapping across your organisation / sector
4. You will forge strong relationships with the staff within the Directorate from the Assistant Principal to the delivery team.
5. Have a good understanding of the programme delivered by the Directorate which contributes to the apprenticeship framework/standards, be able to share learner updates with employers, your colleagues and your line manager.
6. Be able to hold and engage in stakeholder management meetings to provide a service to both learners and employers, enabling progression to sustainable employment opportunities.
7. You will have an in-depth understanding of the professional apprenticeship standards and the governance for all standards your department will be accountable for delivering. This will be supported by your understanding of the associated funding system and apprenticeship reforms to enable you to have a comprehensive understanding of your areas of specialism.
8. You will maintain the same professional level of skill and knowledge to enable you to be able to govern the delivery and quality assurance on the current equivalent apprenticeship frameworks.
9. Work to support the design of bespoke delivery programmes taking responsibility and accountability for planning and directing operations. You will be responsible for leading the group of people that will support the apprentice to meet all of the knowledge, skills and behaviours required of their apprenticeship standard. Working in conjunction with the employer you will tailor your delivery team to compliment the learning, development and continuous assessment being managed by the employer and their support to the employer to do this effectively.
10. Utilise your professional knowledge and skill to regularly review the apprentice’s progress against the standard and in conjunction with the apprentice and employer, make informed judgements that clearly demonstrate that the apprentice is deemed competent against the relevant requirements of that standard.
11. You will be responsible for planning and maintaining work systems, procedures, and policies that enable and encourage the optimum performance of the team and other resources within the School of Learning.
12. Select appropriate employees who have superior potential and fit your organisation's [culture](https://www.thebalance.com/what-makes-up-your-company-culture-1918816), with an appropriate selection process that meet the needs of our clients.
13. Provide on-going coaching, [mentoring](https://www.thebalance.com/use-mentoring-to-develop-employees-1918189), and feedback so employees feel valued and important.
14. Conduct [performance development](https://www.thebalance.com/performance-development-planning-1916761) planning discussions that focus on the employee's interests for career development and the development of our clients.
15. Prepare employees to be able to demonstrate consistently that they have met the required sector set professional standards enabling their learners to be supported through gateway to end point assessment. This will include supporting employees to ensure the employer confidently decides at what point this will take place.
16. You are expected to take charge of making sure your sector knowledge is current and that you keep up to date with developments, legislation and thinking in your sector area and will record your CPD on the colleges HR system.
17. Knowing exactly what our client groups think of the interactions they have with our team and our team members is central to our ethos of finding ways to wow and create great experiences. You will be expected to contribute to sourcing this feedback from your client group and we be expected to act upon any feedback to make sure we keep our focus on what is important to our clients dealing with their feedback directly.
18. You will be expected to participate in events and promotions where the team requires representation, some of these will be outside of your normal working hours.
19. There will be some admin work created as a natural part of your role and you will be required to do this which will include providing information to colleagues, college wide systems and processes.

**Accountabilities as part of our team**

We are a people focused business, as such the way you behave and present yourself will be a reflection on us and we want you to take ownership of making sure that your contribution to our reputation and to your own personal professional reputation is always a positive one.

Being privy to confidential or sensitive information may be a natural part of your job role and as such we expect you to treat this with the upmost professionalism.

We will advocate you in this role as the expert, you are accountable for making sure you live up to this reputation by taking accountability for making sure you keep you knowledge, expertise, experience and professionalism current and up to date.

**Other Responsibilities**

1. To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
2. To apply the college’s own safeguarding policy and practices and attend training as requested.
3. To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
4. To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
5. To present and promote an appropriate public image in representing the college.
6. To undertake any other duties as may reasonably be required commensurate with the post.

**Role Competencies**



**Senior Managers Competencies**

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| **Technical Expertise** | | |
| **Knowledge** | **Skills** | **Experience** |
| High level of apprenticeship management and in house training in the delivery sector, matched to the accountabilities outlined above upskilling existing workforces.    Maintains up to date knowledge relevant to role.  Understands and complies with appropriate statutory requirements aligned to the delivery sector.  Holds suitable qualifications relevant to the delivery sector, role and undertakes upskilling for continued professional development that has a benefit to driving forward role and accountabilities.     * D32/33 with update, A1 or TAQA - Award in Understanding the Principles and Practice of Assessment Level 3 * D34 with update, V1 or TAQA - Award and Certificate in the Internal Quality Assurance of Assessment Processes and Practice - Level 4 * and/or relevant sector qualifications Level 3 or above   Translates contractual/funding/sector changes into business performance and outcomes.  Demonstrates a personal and professional commitment to profession within discipline. | Literate and numerate holding a minimum level 2 or equivalent in maths and English.  Demonstrates understanding of business need / relevance of work undertaken on team / department / organisation.  Translates priorities into clear outcome focused objectives.  Takes ownership of delivery against outcomes.  Understands commercial drivers and demonstrates strong negotiating and influencing skills.  Facilitates innovative business models / systems / approaches to delivery great services.  Draws on insights about the current and future political / economic / social / local landscapes and the influence and impact on service delivery.  Maintains effective performance in difficult and challenging circumstances.  Questions and challenges the value of service being delivered to drive improvement. | Demonstrable track record in areas of expertise.  Applies knowledge, skills and experience effectively to role providing innovative ideas and solutions to accountabilities.  Recognised as the visible authority on subject/specialism/ field of expertise.  Drives a culture that emphasises continuous improvement, efficiency and value.  Maintains good financial and budgetary discipline.  Drives client centred outcomes across team / department to ensure delivery of professional excellence and expertise. |
| **Behaviours** | | |
| **Personal** | **Teamwork** |  |
| Management of self.  Ownership of own professionalism.  Active listening.  Effective communication.  Influencing.  Disciplined.  Personal integrity.  Interacts effectively and confidently as an intelligent and credible professional inside and outside of the organisation.  Shapes how own area of accountability supports the department / organisation.  Leads from the front, ensuring visibility and communicating in a straightforward and truthful way.  Inspires staff to engage with strategy / purpose / plans of team / department.  Identifies how own area of accountability supports the department / organisation.  Communicates with conviction and clarity.  Takes initiative to improve own performance.  Maintains objectivity when facing criticism / challenge / opinion.  Helps others to learn from their experience. | Acknowledge contribution of self and others to overall team results.  Work collaboratively with others.  Commitment to team and group objectives.  Understand the needs and goals of others.  Creates a culture of team working to achieve desired results and outcomes.  Encourages, seeks and recognises ideas, initiatives and improvements to deliver better approaches.  Encourages a culture of imaginative thinking, learning from experience and genuinely listening to ideas from team.  Credits individual contributions and acknowledges team accomplishments.  Creates and manages service provision that align team activities to department priorities.  Challenges the status quo in own area to achieve improvements.  Stands by, promotes or where necessary defends team's actions and decisions when needed.  Assumes accountability for work delegated to others.  Resolves conflict among team members sensitively and fairly.  Organises teamwork to bring together complimentary skills / expertise. |  |
| **Thinking** | | | |
| **Analysis and Decision Making** | **Change, Creativity and Innovation** | **Business Perspective** | |
| Gather and analyse information and data appropriate to role.  Make accurate and effective decisions.  Take accountability for decisions.  Draws sound conclusions based on a mixture of analysis and experience.  Develops concepts / frameworks that guide analysis.  Is sought out by others for advice and solutions on how to best interpret and use information.  Makes unpopular decisions based on unbiased evidence and defends them.  Interprets a wide range of political / local / national pressures and influences and uses them to develop strategies / processes / business cases.  Independently engages in actions requiring interpretation of complex information.  Identifies gaps in information and makes informed assumptions in order to take action.  Seeks a wide range of sources of information.  Engages the right people in making recommendations or decisions and continues to engage them.  Articulates options / risks / decisions and recommends plans to manage / mitigate risk. | Demonstrate openness to change and new ideas.  Generate creative solutions to work situations.  Contribute to change with minimum disruption.  Spots warning signs of things going wrong and provides a decisive response to challenges.  Considers cumulative impact on team / department of implementing change (culture / structure / service / morale).  Leads the transformation of services to clients. | Understand the purpose of own role and contribution to the team.  Understand our offer.  Protection of the brand and reputation of the organisation.  Keep up to date with industry knowledge.  Attention to detail.  Clarifies and shapes the role of the team / department to meet organisational strategies.  Drives a performance culture, allowing people space and authority to deliver their objectives.  Aligns the business priorities to the pressures from both inside and outside the organisation.  Scans the environment for key information and messaging to inform and form strategies.  Promotes a shared understanding of the departments’ needs and strategic direction. | |
| **Setting the Pace** | | | |
| **Achievement Focus** | **Planning and Organising** | **Influencing** | |
| Consistently focus on client interactions and experience.  Continually performs to achieve goals and meet expectations.  Takes every opportunity to learn from experience in order to improve performance.  Seizes opportunities to demonstrate success in role.  Takes accountability for the achievement of business outcomes and strategic plans.  Maintains a broad strategic perspective while identifying and focusing on detail.  Takes calculated risk in order to develop the business positively.  Assesses team performance against goals and identifies areas for improvement.  Advocates on behalf of team / department / client / influencers. | Established a course of action to ensure role is effectively directed.  Creates strategic written communication.  Reviews complex / sensitive work and identifies impact on the team / department.  Sets and redefines priorities and reorganises capacity to meet internal and external demands.  Evaluates the financial impact of decisions and develops strategies to address.  Writes on complex/highly specialised issues.  Draws sound conclusions based on a mixture of analysis and experience. | Listen with the intent to understand not reply.  Secure the support of others to achieve efforts.  Fully engages with relevant colleagues and people inside and outside the organisation to utilise wider experience and knowledge to support decision making.  Uses compelling arguments to convey conclusions and ideas.  Articulates the team / department business model and supports people to understand their role within it.  Communicates complex issues clearly and credibly with widely varied audiences.  Maintains an objective, non-emotional distance from conflicts / negotiations. | |

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| **Qualities/Approach linked to college values** | | |
| **Safeguarding** | **Equality and Diversity** | **Health and Safety** |
| Demonstrate a commitment to safeguarding and promoting learner welfare | Demonstrate a positive approach to equality and diversity and customer service | Demonstrate an ability to take responsibility for own and others Health and Safety at work |

**4. Position within the College**

The post-holder will be part of the School of Construction and Engineering and will report to the Assistant Principal.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions.
2. The salary will be £40,696 per annum. This is a spot salary.
3. You will be required to work 37 hours per week on a flexible basis.
4. You will be entitled to 25 days leave, plus bank holidays.
5. The company operates a Scottish Widows Group Personal Pension Plan.
6. The post holder may be located at any West Nottinghamshire College site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm** **on Friday 4th October 2019.**

**Interviews are provisionally scheduled to take place on 15th October 2019.**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**



**Senior Managers Competencies**

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