

**University of Derby Job Description**

# Job Summary

## **Job Title**

Degree Apprenticeship Workplace Reviewer – Business and Management

## **College/Department**

College of Business, Law and Social Sciences – Executive Education

## **Location**

Nuclear Skills Academy, Infinity Park, Derby, DE24 9FU

## **Job Reference Number**

0325-24

## **Salary**

£31,814 to £35,750 per annum (for exceptional performers, there is scope for further progression up to £41,113 per annum).

## **Reports To**

Head of Executive Education

## **Line Management Responsibility**

No

# Job Description and Person Specification

## **Role Summary**

As Apprenticeship Workplace Reviewer, the post holder will work with the programme team to lead on facilitating reviews between apprentices, employers and liaising with relevant academic staff. The post holder will work collaboratively with both academic staff and apprenticeship account managers to ensure systems and process are adhered to and that both quality and compliance is maintained to the highest standard in line with service level agreements. The post holder will organise visits with external clients, apprentices and internal staff to ensure the implementation of quality reviews and assessment of evidence for audit using an e-portfolio. The post holder will act as a personal professional academic tutor for learners and will need to engage actively on working with employers to support learners who have disclosed a need for additional support.

## **Principal Accountabilities**

1. Lead on liaising with apprentices, external clients and internal academic operations teams to ensure that communication between all parties is recorded in the review process, ensuring the process is managed and completed efficiently and effectively and in line with our service level agreements.
2. Accountable for managing visits with employers to carry out health and safety checks, assessment of evidence, tripartite reviews. Support the employers to actively participate in the review process offering mentoring support to young learners and small organisations, with a focus on young apprentices as well as those who have declared the need for additional support.
3. The reviewer must be able to give advice re assignments, Knowledge, Skills and Behaviours, aligned to IFATE and apprenticeship QAA standards.
4. Provide pastoral care to students, referring when necessary to services that provide further support. and must be in liaison with the force and the PL
5. Work with the Head of Apprenticeships, the Apprenticeships Hub and Heads of School to facilitate duties that support the achievement of outstanding communication to employers and the learner and client experience.
6. Provide expert operational advice to Apprenticeship Hub Team to ensure duties that support the achievement of Funding Compliance, whilst enhancing the learner and client experience.
7. Take a lead role to ensure that appropriate records of reviews are kept and stored securely in accordance with University and external bodies’ audit requirements.
8. Work collaboratively with the apprenticeship hub team alongside academic staff to support learner engagement and update the employer either face to face or via our e-portfolio system and be able to liaise with ALS team if required and make reasonable adjustments accordingly.
9. Lead responsibility to work with employers and external professional bodies to ensure that there is a process by which suitable evidence is available on the professional body’s career development portal Smart Assessor to enable the student to progress and apply for the end point assessment.
10. Take a lead on collating the Employer and Apprentice review comments to inform programme committees and the University continual monitoring process for quality enhancement. Eventually to upload to the ACE360 system
11. Lead on producing monthly reports to show compliance, retention and success against given targets.
12. Ensure that the Intent, Implementation and Impact of the apprenticeship programme is explored in each review and that academic teams are aware of any concerns by the apprentice and/or employer.
13. Ensure that the apprentice is building a complete portfolio of experience in order to attempt their End Point Assessment with apprenticeship guidelines.
14. Work with the academic team and EPAOs to ensure that the apprentice is prepared for their EPA within the apprenticeship guidelines.
15. Build successful working relationships with key stakeholders across the University, relevant colleagues across the sector and external agencies to ensure expectations are effectively managed.
16. Contribute to the work of the College team and Apprenticeship Hub team (where appropriate), taking on such duties and responsibilities as delegated by the line manager. Additionally attend Governance meetings for both forces to update on reviews

## **Person Specification**

### Essential Criteria

#### Qualifications

* Honours degree, preferably in Business and Management or an equivalent qualification in a related subject
* Qualification in work-based assessment

#### Experience

* Relevant work experience in the public or private sector organisations in a management or leadership capacity
* Previous management/supervisory experience/leading staff teams.
* Knowledge and experience of the current Business and Management degree and apprenticeship programmes at all levels and associated funding quality and compliance processes and systems.
* Experience of working with employers in their workplace.

#### Skills, knowledge and abilities

* A working knowledge of current and emerging apprenticeship standards, EPA and the Apprenticeship Levy.
* Numerically and financially literate with a sharp eye for detail.
* Able to demonstrate a commitment to equality and diversity
* Commitment to first class customer service and achieving high quality outputs and outcomes.
* Advanced organisational ability, excellent planning and prioritising capabilities.
* An achiever who owns their own part in the process of delivering a high-quality apprenticeship service by going the extra mile in their area of responsibility.
* Highly self-motivated with the confidence to work independently and willingness to take on new responsibilities
* Able to communicate effectively, both verbally and in writing with people at all levels with the ability to gain the confidence, respect and co-operation of senior figures both within the organisation and externally
* Able to motivate and mobilise individuals both academics and students
* Highly organised and efficient

#### Business requirements

* Able to take a flexible approach to work
* Travel between sites.
* Some evening and occasional weekend working
* Attendance at Open Days, Graduation events etc.
* A commitment to own professional development

### Desirable Criteria

#### Qualifications

* An MBA, MA or MSc or equivalent in Business and Management or similar discipline.

#### Experience

* Experience of working with higher apprentices and/or in the education sector

# Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)

# Our People

The University of Derby is committed to promoting equality, diversity, and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.