

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

## Degree Apprenticeship Workplace Reviewer – Civil Engineering

## **College/Department**

College of Science and Engineering

## **Location**

Markeaton Street, Derby, DE22 3AW

## **Job Reference Number**

0548-23

## **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 Discipline – Bult Environment

## **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 engage with employers and their apprentices to ensure our existing and future apprenticeship programmes provide an excellent learning experience, meeting employers and apprentice expectations, in line with the Institute for Apprenticeships and Technical Education (IfATE) and Education and Skills Funding Agency (ESFA) governance requirements for apprenticeship provision.

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.

## **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. Act as a personal professional academic tutor, supporting and mentoring students as appropriate.
4. Provide pastoral care to students, referring when necessary to services that provide further support.
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.
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 to enable the student to progress and apply for the End Point Assessment (EPA).
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.
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 End Point Assessment Organisations (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.

## **Person Specification**

### **Essential Criteria**

#### Qualifications

* Honours degree in Civil Engineering or equivalent qualification, or professional experience

#### Experience

* Relevant work experience in the engineering sector related to the apprenticeship standard in the UK
* Demonstrable experience of working in the engineering sector to have obtained a broad skills base in areas such as transport engineering, structural engineering, site surveying, geomatics and fluid engineering
* Management or supervisory experience / leading staff teams
* Knowledge and experience of the current degree and apprenticeship programmes above Level 4 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
* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner
* Some evening and occasional weekend working
* Attendance at Open Days, Graduation events etc
* A commitment to own professional development

### **Desirable Criteria**

#### Qualifications

* An MSc or MEng in civil engineering or equivalent
* Professionally qualified to IEng or CEng with a suitable engineering professional institution

#### Experience, Skills, knowledge and abilities

* 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.