

JOB DESCRIPTION

Job Title:	ILR Funding Officer	Grade:	SG7
Department:	Employability and Apprenticeships	Date of Job Evaluation:	December 2023
Role reports to:	Apprenticeships Operations Manager		
Direct Reports	None		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

The ILR Funding officer will be responsible for providing administrative support to the activities of the Apprenticeship team. The postholder will support both the Apprenticeships Operations Manager and Head of Apprenticeships to ensure the production, maintenance and submission of accurate, consistent, timely and compliant management information and data for both strategic and operational purposes.

The role will particularly provide high-level support for a robust compliance and data management service for Apprenticeship programmes to enable the University to meet contractual, financial, management information and continuous improvement requirements.

As part of this, the postholder will have operational responsibility for managing the validation, input and maintenance of learner, employer and delivery data in order to ensure that the University continues to be able to draw down Apprenticeship funding and to deliver Apprenticeship programmes.

Please note – the nature of this role means that usually no leave is permitted around the ILR submission dates.

KEY ACCOUNTABILITIES:

Team Specific:

- Operationally manage the business-critical process of declarations to the ESFA, in particular the complex monthly Individualised Learner Record (ILR) return, ensuring that all data to be provided for that return is accurate and conforms with relevant ESFA guidance and funding rules.
- Work with and support the Apprenticeships Operations Manager to ensure that data is quality assured and cleansed each month to maintain accuracy and integrity against the published rules;
- Use the appropriate tools that enable the checking of data against validation rules (e.g FIS/PDSAT)
- Maintain the Digital Apprentice Service (DAS) account ensuring all apprentices are uploaded and approved within 42 days of starting.

- Ensure a clear DAS with no alerts or data mismatches
- Work with Delivery Managers - Apprenticeships on employers requiring co-investment funding, ensuring that no learner starts without this secured.
- Work with Delivery Managers - Apprenticeships on invoice raising for co-investment and confirmation of payment
- Support the Apprenticeships Operations Manager to ensure that the broader Apprenticeship learner dataset captured on relevant systems complies with and conforms to ESFA and other guidance, including the Evidence Pack and the ILR guide, in order to ensure on an ongoing basis that the information held by the University is appropriate, accurate and audit-ready;
- Support the Apprenticeships Operations Manager to ensure in advance that the management information and data necessary to meet the requirements of Ofsted inspections that focus on Apprenticeship provision is compliant and inspection-ready through an ongoing process of continuous improvement and self-assessment;
- Work with Delivery Managers - Apprenticeships to manage the timely and accurate submission of non-standard contractual management information returns, as required, to Apprenticeship clients and employers;
- Manage the dissemination of regular reports and management information to key Apprenticeship stakeholders, including monthly Performance Reporting to Employers;
- To keep up to date on the latest ESFA funding rules and correlating ILR technical specification

Generic:

- Respond to telephone, email and counter enquiries relating to this area
- Working cross faculty and cross directorate as required.
- Participate in all internal and external quality assurance processes
- Provide reports and data as required by the Head of the Apprenticeships

Managing Self:

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- Responsible for the prioritising and carryout the workload, working to deadlines
- To show initiative and judgement in dealing with external companies
- Adapt and work accurately to the demands of a pressured role
- Ability to adapt to non-planned events and unforeseen circumstances
- Willingness to work “outside” normal working hours, as required
- Participate in agreed training activities to enhance knowledge or role performance

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that Employability and Apprenticeship Directorate delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Clear ILR submission
- Clear PDSAT report
- Clear FRM report
- Clear DAS dashboard
- Timely and Compliant submission of data to ESFA
- Annual Appraisal
- Timely production and delivery of work to agreed timescales, quality and to plan

KEY RELATIONSHIPS (Internal & External):

- Staff at all levels in the Faculty
- Staff at all levels in Professional Services departments
- Employers
- The Education and Skills Funding Agency (ESFA)
- Ofsted
- End Point Assessment Organisations
- Other Professional, Statutory and Regulatory Bodies

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of working within the Apprenticeship sector. • Experience in administrating apprenticeships or compliance with and reporting to external funders. • Experience of ESFA ILR data returns • Experience of managing the DAS • Experience of ESFA funding rules for apprenticeship provision and providing rules, procedures and regulations • Experience of data input and data analysis in order to produce information and reports <p>Skills</p> <ul style="list-style-type: none"> • Attention to detail and high level of accuracy and methodical working • Strong verbal and written communication skills and the ability to communicate with a range of stakeholders • Ability to set up and maintain effective administrative systems and procedures <p>Qualifications</p> <ul style="list-style-type: none"> • A-Level standard or equivalent, or demonstrable experience in this area <p>Personal attributes</p> <ul style="list-style-type: none"> • Commitment to continuous CPD • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of a funding audit • Knowledge of the higher education environment within the UK • Knowledge and experience of the student/apprentice life cycle such as registration, progression, assessment, awards processing etc • Experience of a funding audit • Experience of the OFSTED inspection framework and requirements. <p>Skills</p> <ul style="list-style-type: none"> • Exceptional organisational and planning skills and the ability to prioritise and complete multiple tasks to agreed timescales <p>Qualifications</p> <ul style="list-style-type: none"> • Project management qualification • Data Analyst qualification <p>Personal attributes</p> <ul style="list-style-type: none"> • Ability to use own initiative and take proactive actions to resolve problems • Motivated to learn and challenge existing processes to strive for improvement and be involved in new areas of work • A strong team player