

## JOB DESCRIPTION

<b>Job Title:</b>	Faculty Apprenticeships Manager	<b>Grade:</b>	SG8
<b>Department:</b>	Faculty of Engineering and Science	<b>Date of Job Evaluation:</b>	
<b>Role reports to:</b>	Faculty Operating Officer		
<b>Direct Reports</b>	None		
<b>Indirect Reports:</b>	None		
<b>Other Key contacts:</b>	Heads of Schools, PVC, Apprenticeship Programme Leaders, Faculty DLT, Faculty Employer Partnership Manager, University Apprenticeships Manager, PAS, Apprenticeships Admin Officer		
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:**

- To provide leadership guidance and technical support to the Faculty in the development and operation of degree apprenticeships within the Faculty
- On behalf of the Faculty, to manage the process of setting up the contractual agreements with employer, liaising as appropriate with Central teams.
- Develop and implement a programme of employer engagement events to provide information and guidance to industry.
- To ensure Faculty compliance with reporting and monitoring of apprenticeship programmes.
- Manage the appropriate flow of information to PAS / Central Apprenticeship team
- To liaise / participate with sector groups / Trailblazer groups with respect to degree standards as required on behalf / in support of academic colleagues
- To liaise with colleagues across the University with respect to sharing knowledge, good practice and to ensure a consistent approach is adopted across the University
- Provide management information to the Faculty and the University central teams on the status of each programme
- Monitor the development of the apprenticeship programmes against academic approval and any external deadlines
- To highlight to Faculty Management resource, infrastructure issues, and capacity building issues
- To represent the Faculty on working groups and committees both inside and outside the University
- To develop recommendations for the Faculty with respect to the ongoing operational management of degree apprenticeships in response to any changes introduced by government / funding agency / University

The successful candidate will be expected to develop a good working relationship with the academic and industrial partners. An important part of the role will be managing the other workers on the project and consequently good communication and outstanding interpersonal skills are essential.

Other responsibilities will include preparing reports; participating in scheduled electronic and face-to-face meetings

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Project Management: Determine the milestones required to deliver degree apprenticeships and to support the programme leaders and HoSs in developing programmes
- Day to day management and project communication: Ensure the dissemination of information across the programme teams across the Faculty and outwardly to University central teams.
- Event management: Co-ordinate with colleagues across the Faculty with respect to industry engagement events
- Contractual management: Co-ordinate with industrial partners and the University central teams with respect to contractual agreements

#### **Generic:**

- Be a competent and experienced manager, able to plan and conduct work independently
- Manage and respond to project meetings and related correspondence
- Support the senior managers to maximise the potential for degree apprenticeships in the Faculty Represent the Faculty and the University in meetings with industry SMEs, sector groups, sponsors etc, as appropriate and brief university colleagues accordingly

#### **Managing Self:**

- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress with and without direct supervision.
- Good spoken and written communications skills.
- Flexibility in responding to the tasks and deadlines.
- Provide attention to detail.
- Motivation to engage in and manage a range of tasks.
- Ability to work with others and independently.

#### **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

**Additional Requirements:**

Undertake any other duties as requested by the FOO or their line 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 the Faculty of Engineering and Science delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Delivery of agreed programme of apprenticeships
- Delivery of a successful industry dissemination events
- Delivery of proposal on operational infrastructure

**KEY RELATIONSHIPS (Internal & External):**

**Internal**

- Faculty Operating Officer
- Pro-Vice Chancellor
- HoSs and Programme Leaders
- University central teams
- GRE Partnership Manager

**External**

- Sector Groups, SFA, Industrial partners

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Significant experience with managing / operating apprenticeships</li> <li>• Successfully managed a range of projects</li> <li>• Developed strategies for dissemination</li> <li>• Communicated formally and informally with colleagues at all levels</li> <li>• Significant experience of working with industry</li> <li>• Experience of Work based learning</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience with managing/operating apprenticeship programmes within Further/Higher Education</li> </ul>

<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Project management</li> <li>• Progress reporting</li> <li>• Project Planning and Control Techniques</li> <li>• Project Risk Management</li> <li>• Interpersonal, oral and written communication skills, including the ability to prepare reports to a high standard, and complete summary reports on time</li> <li>• The ability to work under own initiative as well as possessing excellent team working skills</li> <li>• Ability to work within a multidisciplinary team</li> <li>• Ability to make internal and external contacts and develop business relationships</li> <li>• Demonstrable ability and willingness to work with quantitative data</li> <li>• Ability to deal with problems that may affect the achievement of objectives and deadlines by using initiative and creativity</li> <li>• Must hold full UK driving licence</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Professional qualification in science or engineering</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li> </ul>	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Higher Degree in science or engineering</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
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