



UNIVERSITY OF
LINCOLN

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Organisational Development Staff Apprenticeships Advisor				
DEPARTMENT	Human Resources				
LOCATION	Brayford Pool				
JOB NUMBER	HR1112	GRADE	6	DATE	June 2021
REPORTS TO	Organisational Development Manager				

CONTEXT

The Human Resources function performs a vital role in supporting and shaping the organisation to meet its strategic goals and transition its culture and processes to continue to succeed in an increasingly competitive and commercial market. At the heart of the function's delivery plan is the vital people agenda, which ensures our delivery of the University's ambitions in the following key areas: attracting talent, flexible reward and recognition, continuous development, inclusivity and wellbeing.

The HR Directorate looks to define and shape the services that the organisation requires to action through its transformational needs, and does this by providing a clear focus on delivering people services that are solutions focussed, impactful, and supported by metrics.

Organisational Development (OD) sits within and works across the wider function of the Human Resources Department.

Under the remit of Apprenticeships at the University, we act as an apprentice employer and also have our own staff accessing both external and internal (Employer Provider) apprenticeships. This role will largely work in the area of staff accessing both external and internal apprenticeships.

The post holder is responsible for both the ongoing strategic development and implementation of how the University best utilises its levy funds.

The post holder is also responsible for ensuring the University is compliant with all funding regulations as set out by the Education Skills Funding Agency (ESFA).

The post holder will work with the University Colleges and Professional Services to co-ordinate the development of staff opportunities, enable access to relevant course material, and provide evaluation and monitoring reports to the People Transformation Group (PTG), Senior Leadership Team (SLT) and Board of Governors, as appropriate.

The post holder will need to exercise a high degree of programme and project management, alongside professionalism and judgement and will have experience of HE administration and systems. They will undertake extensive liaison with senior leaders and staff members in order to manage the integration of these programmes.



The management of the Apprenticeship levy means that the post holder will need to drive institutional change within set timeframes to achieve the required output. The post holder must be able to use their initiative, work as part of a team, and have the ability to cope in a dynamic and challenging environment.

JOB PURPOSE

Develop and revise apprenticeship strategy to meet any changes to the funding regulations.

Work with a range of colleagues across the University to lead this arm of internal staff development.

To project manage the appropriate services (Registry, Quality, Finance, LALT, HR) to implement the effective running of internal staff Apprenticeships.

To ensure the accuracy of staff records, timely reporting, and levy transactions (where appropriate) within the organisation.

To advance systems, processes and communication to promote access and benefits to staff members.

Support the design, implementation and evaluation of internal apprenticeship delivery models and contribute to the identification of new strategic development opportunities.

Maintain an up-to-date knowledge of the availability, content and funding rate of Apprenticeship Standards and disseminate this knowledge accordingly to staff members.

Contribute to University Apprenticeship working/development groups as appropriate.

Co-ordinate and work with members of the OD team to support other staff development initiatives as appropriate.

To have a full understanding of government apprenticeship policy and the Education Skills Funding Agency funding rules by working closely with the Central Apprenticeships Team.

To act as a key contact for Ofsted and ESFA audits and to lead and co-ordinate our Employer Provider Action Plan.

To contribute to any specialist projects that fall under the Apprenticeships remit.

KEY RESPONSIBILITIES

Project Management and Administration

- Maintain a thorough understanding of the policies underpinning the development of Apprenticeships nationally, particularly the HE Employer Trailblazer consortium, including the processes required to meet the requirements for Apprenticeship delivery.
- Ensure any internally developed programmes meet with the University's Regulations for Undergraduate and Postgraduate programmes, and be the main contact as required.
- Investigate options for the University to maximise use of the Apprenticeship Levy in support of staff development and the attainment of qualifications.

Staff and Systems Support

- Develop, manage and maintain an evidence file system should the University be audited by the ESFA.
- Managing the Digital Apprenticeship Service (DAS) ie putting new apprentices on and withdrawing as required.
- Establish a recruitment process for new apprenticeships.
- Overseeing progress of current apprentices.
- Monitoring progress Reviews and dealing with feedback from the delivery school and the School/Dept where the apprentice is situated.
- Advising managers on different apprenticeship standards and training providers.
- Supporting managers and apprentices with the End Point Assessment (EPA) process.
- Support managers to monitor and if required intervene in apprentice progression as they complete their courses
- To link the apprenticeship agenda to all CPD for staff.

Liaison and Networking

- Liaise closely with the DVC for student development and relevant academic management in the provision of any internally delivered apprenticeship programmes for staff.
- Liaise closely with colleagues within the OD team in the development and launch of a staff scheme in support of any externally delivered apprenticeship programmes, if appropriate.

- Manage and develop internal networks, with Registry, Finance etc. to enhance the provision and level of service for staff members engaged in apprenticeship schemes.
- Act as a University of Lincoln representative for local and national discussions on Apprenticeships, with a particular focus on internal staff development.
- Work with HR and LALT colleagues to promote and provide clear information regarding staff opportunities for application to an internal staff scheme/funding.
- Work with training providers to be clear on University requirements and promote increased high quality training delivery.
- Managing the relationship between the University and the training providers, this includes leading contract management meetings.
- Addressing any quality issues with training providers
- Represent the University as required at the HEI apprenticeship trailblazer steering group and working group meetings

Budget/Levy Regulations

- Manage the Universities apprenticeship levy account, ensuring that the University does not overspend but sustainably maximising expenditure.
- Lead the procurement process to appoint preferred training providers.
- Provide regular updates to Steering Group on projected levy expenditure and any funding rule changes.
- Ability to understand complex funding rules and regulations.

General

- Participate and support other staff development projects as required in support of individual career development and wider strategic objectives.
- Carry out other HR related duties as may be appropriate to the post and the work of the University.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

Working across the Academic and Professional Support community falls within the scope of this role's responsibility.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Deputy Vice Chancellor for Student Development • HR Colleagues • Pro Vice Chancellors of Colleges • Heads of School • Academic Leaders • LALT • University Ofsted lead • Quality Standards and Partnerships – Apprenticeship leads 	<ul style="list-style-type: none"> • HE Employer Trailblazer consortium • Apprenticeship groups/communities • Partner universities and colleges • Staff development forum

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

JOB TITLE	Organisational Development – Staff Apprenticeships Advisor	JOB NUMBER	HR1112
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
A level/HND or HNC/degree level or equivalent experience	E	A
Experience		
Experience of Project Management and Administration in Higher Education	E	A/I
Knowledge of Apprenticeships standards and the levy	E	A/I
Experience of managing staff records and report writing	E	A/I
Working with stakeholders to deliver and evaluate an institutional wide project	E	A/I
Working within a staff development environment	D	A/I
Skills and Knowledge:		
Excellent working knowledge of Microsoft Office	E	A/I
Knowledge of HE procedures and systems	D	A/I
Building productive relationships with members of staff	E	A/I
Plan and manage own time and workload	E	A/I
Strong written and verbal communication skills	E	A/I
Competencies and Personal Attributes:		
Team working and support with good interpersonal skill	E	I
Flexibility and adaptability	E	I
Ability to work independently and make sound decisions	E	I
Commitment to the subject area and drive to improve	E	I
Commitment to continually update personal skills and knowledge to increase effectiveness	E	I
Effective presentation and facilitation skills	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	TL	HRBP	HA
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