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### Role Description

##### Business Area

Training@Hopwood

##### Job Title

Director of Apprenticeships & Employer Engagement

##### Salary Scale

Management Spine, Fixed Point 8 - £45,463.13 per annum

##### Location

Hopwood Hall College

##### Accountable to

Vice Principal – Curriculum & Quality

##### Hours of Duty

37 per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

* The post holder will lead on the expansion and the effective & efficient delivery of the College’s apprenticeship & workplace learning contracts, maintaining full contractual compliance.
* To develop, lead and grow on high quality apprenticeship provision.
* Take responsibility for developing high quality relationships with employers and the monitoring of Work-Based Learning (WBL) contracts.
* To promote, develop and co-ordinate employer engagement activities across all areas of the college.
* To identify and develop key customer relationships, sectors and opportunities for example with:-

GM business community, key employers/accounts (private & public sector)

Key stakeholders, including awarding bodies, funding bodies and their respective agents.

College Executive and Senior Management Team

Centre Directors

* To work with the college’s Leadership Team to ensure that the college provides high quality, demand-led training and development opportunities to meet the needs of local and regional businesses and other stakeholders.

### Key Responsibilities

* Lead and significantly contribute to the strategic planning and development of the department and the college as a whole.
* Develop and deliver operational plans that include innovative and engaging strategic initiatives designed to secure the future viability, growth and development of work-based provision.
* Develop and maintain a highly effective and efficient operational delivery system, where productivity and staff utilisation is within College benchmarks.
* Working with MIS produce monthly and annual performance reports reporting back to SMT and lead on the annual self-assessment processes and related Ofsted Inspections for the area.
* Lead on product development in conjunction with key managers, develop a suite of apprentice frameworks that meet employer demand, are achievable and cost effective to deliver (critical mass).
* Working with Head of Quality develop and maintain robust quality systems that are compliant with the requirements of funding & awarding bodies which lead to good teaching and learning and improved outcomes
* Develop appropriate H&S systems and procedures that reduce the risk to harm to apprentices and employees, either under your direct control or those placed with employers. This will require routine audits, regular guidance for employers and apprentices on workplace safety and robust monitoring of H&S practices in the workplace.
* Maintain and disseminate up to date information in relation to national policy regarding Apprenticeships, developing relationships with appropriate external agencies, including ESFA at an appropriate level
* Business planning, with emphasis on achieving contracted targets, maximising income generation from all contracts

### Management Responsibilities

* Establish, maintain and develop professional working relationships with colleagues.
* Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
* Provide leadership, direction and motivation ensuring all departmental staff carry out their work in an efficient and effective manner.
* Set challenging but realistic targets, plans and budgets and through guidance and support, help departmental staff achieve the required results.
* Investigate and analyse the skills shortages in the local area and the related impact on employers; using labour market information, environmental scanning and by working with other organisations and stakeholders e.g. Combined Authority, Greater Manchester Combine Authority and Rochdale Metropolitan Borough Council.
* Maintain health, safety & welfare (including safeguarding) of staff, visitors, learners and apprentices, linked to the department.
* Coach, mentor and develop an effective and highly productive team that are focused on quality leading to good outcomes.

### Other Duties

* Analyse and highlight new market opportunities, issues, trends, development needs and diversification strategies.
* Engage in the implementation of college quality systems.
* Participate in relevant and appropriate training and development as required
* Maintain effective communication streams internally and externally.

### Line Management

Line management responsibility for a number of direct reports in the apprenticeship team and functional cross-college responsibility for embedding the employer engagement strategies.

### All staff are responsible for:

Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults

Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work

Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

Equal Opportunities: performing their duties in accordance with Hopwood Hall College’s Single Equality Scheme

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational requirements dependant on the needs of the service.

#### Qualifications

##### Essential Criteria

Degree or equivalent professional qualification

How Identified: Application

#### Specialist Knowledge

##### Essential Criteria

Significant and successful experience of in apprenticeship delivery including a detailed understanding of ESFA funding and audit compliance

An understanding of contemporary developments in education, particularly in Apprenticeships

How Identified: Application / Interview

#### IT Skills

##### Essential Criteria

Intermediate user of Microsoft applications

Ability to use technology to generate information and improve efficiency

How Identified: Application and Interview

#### **Competencies**

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Essential** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Essential** |
| 3.3 Presenting and communicating  | **Essential** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Essential** |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Essential** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Essential** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Essential** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.