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### Role Description

##### Business Area

Training @ Hopwood

##### Job Title

Contracts and Compliance Coordinator

##### Salary Scale

Fixed Point 42 £36,589.61 per annum

##### Location

##### Hopwood Hall College

##### Accountable to

Director of Apprenticeships & Employer Engagement

##### Hours of Duty

36

##### 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 Apprenticeship Contracts and Compliance Coordinator will ensure compliance with all programme-related contractual obligations. These include checking that all contractual compliance obligations as an apprenticeship provider with the ESFA, Levy and non-levy customers are met. Supporting the Director of Apprenticeships and Employer Engagement and Sales and Employer Partnership Manager, the role will supervise the work based tutors to meet all service standards at allocation, delivery and claim stage of the Apprenticeship ensuring data and quality benchmarks are met.

### Duties

1. To manage tracking of apprentices ensuring learning and assessment is outstanding and apprentices are retained, achieve and progress in a timely manner.
2. Check, audit and ensure that all apprenticeship documentation meets up to-date audit and high-quality assurance requirements.
3. Take responsibility for the monitoring of all starts, including eligibility, “off the job” commitments, progress, achievement and timely targets in line with ESFA funding requirements.
4. Effectively supervise the assessors using the college’s performance management system ensuring all KPI’s are met.
5. Oversee the central induction process for apprenticeship provision.
6. Ensure the College is consistently up to date with all ESFA Apprenticeship reforms and implement the necessary changes to support programme delivery
7. To support the Director to achieve the College’s objectives of becoming an outstanding, innovative and customer focused provider that ensures growth and delivers service excellence for all.
8. Plan, agree and monitor the curriculum delivery models for all Apprentices in line, including “off the job” requirements, progress reviews and any other requirements as directed by the ESFA funding rules.
9. Work with the relevant college departments such as MIS etc to provide accurate data information to support the central reporting departments.
10. Assist in the management and resolution of operational issues that impair qualitative and financial outcomes, including complaints.
11. Work closely with employer services and take responsibility for the smooth administration for starts, booking of EPA and claiming of qualifications in order to maximize growth opportunities.
12. Be able to use the Department’s and College’s administration and reporting systems so that effective and efficient data reporting is available, including OneFile reports.
13. Ensure that all systems and records are GDPR compliant.

### 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

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

Educated to a Level 3 standard in a Business, Education or Management

How Identified**:**

Interview and Certificates

##### Desirable Criteria

Assessor and IQA qualifications

IT qualifications

**How Identified**:

Interview and Certificates.

#### Experience

##### Essential Criteria

* Excellent IT skills with experience of using data bases that assist in the managing and monitoring of contracts
* Knowledge and experience of managing aspects of the apprenticeship/learner journey from sign-up to claim status.
* Experience and knowledge of supervising staff
* Strong ability to manage employer and customer expectations.
* Working with Apprenticeship and curriculum teams
* Strong evidence of managing administration with high regard for detail.
* Exceptional interpersonal skills
* Ability to multi-task to ensure deadlines are met, with the ability to work under pressure

**How Identified**:

Interview

#### Specialist Knowledge

Essential criteria:

* Experience of auditing and checking documentation to meet compliance conditions.
* Good knowledge of funding rules within Apprenticeships

##### Desirable Criteria

* Knowledge of educational IT software programmes used to manage Apprenticeship contracts.
* Understand the new Apprenticeship reforms and impact upon Apprenticeship delivery.
* Experience/understanding of using E-portfolio systems
* Curriculum development

How Identified

Interview and task.

#### IT Skills

##### Essential Criteria

Good knowledge of Microsoft applications.

**How Identified**:

Interview task.

#### 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 | **Desirable** |

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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 | **Desirable** |

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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 | **Desirable** |

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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 | **Desirable** |

##### 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.