

## JOB TITLE: Associate Lecturer - Counter Fraud

### ROLE OVERVIEW

**Job Title:** Associate Lecturer

**Grade:** Associate Lecturer

**Contact Hours:** Variable

**Contract:** Permanent

**Faculty:** PAL

**Responsible to:** Head of Faculty/Director of Adult Learning

**Functional Links with:** Curriculum Area Managers, Apprenticeship Hub, other College Departments and Faculties, employers and business links.

### KEY ROLE OBJECTIVES

As Associate Lecturer with experience in Counter Fraud you will plan, manage and deliver the Level 4 Counter Fraud Apprenticeship. You will:

Develop a scheme of work for delivery of the Level 4 Counter Fraud Apprenticeship Programme.

Deliver face to face and online learning to Apprentices enrolled on the programme.

Provide ongoing formative assessment to ensure learner progress.

Work with the programme's skills officer to ensure learner progress is managed and supported as appropriate.

Prepare Apprentices for End Point Assessment.

### 1. MAIN RESPONSIBILITIES:

1. Assist in the recruitment of Apprentices to programme – ensuring that the job roles and opportunities to develop professional practice are in place.
2. Develop an existing scheme of work which covers the knowledge, skills and behaviours of the Apprenticeship Standard.
3. Plan deliver of sessions in accordance with above.
4. Deliver face to face and online teaching in accordance with the scheme of work.
5. Support Apprentices through regular, timely formative assessment.
6. Use college systems accurately to track learner progress.
7. Work with the programme skills officer to ensure learners are making progress and on track.

8. Ensure that learner needs are supported.

9. Proactively maintain own CPD.

## MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.
2. Commitment to equal opportunities.
3. Commitment to British Values and the Prevent Agenda.

## ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**Reviewed:** July 2025

# Person Specification

## JOB TITLE – Associate Lecturer - Counter Fraud

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

#### Experience

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##### **Essential Criteria:**

- Knowledge of / experience of Counter Fraud – this is likely to be through direct experience in a police or other counter fraud role (A/I)
- Working as part of a team (A/I)
- Working in a training and/or teaching role (A/I)
- Supporting others to achieve (A/I)

##### **Desirable Criteria**

- Writing and developing training for educational providers and organisations (A/I)

#### Skills and Abilities

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##### **Essential Criteria:**

- Excellent communication skills (at all levels) (A/I)
- Excellent organisational and administrative skills (A/I)
- Attention to detail (A/I)
- Ability to inspire and motivate others (A/I)
- IT literate – use of Microsoft Office (Word, Excel, Access, PowerPoint, Teams) (A/I)

##### **Desirable Criteria**

- Knowledge of apprenticeships and EPA process (A/I)

#### Personal Qualities

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##### **Essential Criteria:**

- Enthusiasm, energy and drive (A/I)
- Solutions focused problem solver (A/I)
- Good sense of humour (A/I)
- Collaborative team player (A/I)
- Emotional intelligence (A/I)

## Qualifications

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### Essential Criteria

- Counter Fraud accredited qualification (A/I)
- GCSE maths and English (A/I)

### Desirable Criteria

- Post Graduate Teaching qualification (A/I)
- Master's level qualification (A/I)

## Mandatory Requirement

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### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

**Reviewed:** July 2025

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.