



## **Job Description**

<b>Job Title:</b>	Apprenticeship and Contracts Manager
<b>Directly responsible to:</b>	Group Director of Apprenticeships
<b>Directly responsible for:</b>	Apprenticeship performance and compliance

### **Purpose of job**

- Develop and oversee the outstanding delivery of apprenticeship training and ensure that each step of the learner journey is one of high quality.
- To drive apprenticeship growth and expand the delivery of Standards within the College.
- To line manage and direct the Employer Engagement manager to ensure college targets for work experience and apprenticeships are met.
- Working with others to ensure the timely achievement of apprenticeship programmes, in line with contractual targets and objectives.
- To support on curriculum design in response to levy implementations and develop a responsive range of products that will further meet the needs of employers and learners.
- To work as part of the College Management Team to contribute to the strategic direction of the college and to work closely with the stakeholders at a local and regional level.
- To work collaboratively with the University of Bolton under the direction of the Group Director of Apprenticeships to support Apprenticeship compliance and performance.

### **Duties**

To ensure the College is consistently up to date with all ESFA Apprenticeship reforms and implement the necessary changes to support the Levy.

To have a comprehensive understanding of funding and performance rules to ensure compliance for internal and external auditing.

To be fully conversant in the delivery of apprenticeship provision and work with curriculum areas to support the design, delivery and assessment of apprenticeship programmes to meet area and employer needs.

To manage development, implementation and maintenance of apprenticeships to meet sector, employer needs and college targets.

To manage tracking of apprentices ensuring learning and assessment is outstanding and apprentices are retained, achieve and progress in a timely manner.

Manage the central induction process for apprenticeship provision.

Provide support for curriculum managers and work based tutors on all aspects of apprenticeship funding, compliance and contract management.

To support the Group Director of Apprenticeships to lead on Apprenticeships in the College's internal Funding and performance meeting.

To be the operational lead for the College during internal and external audit and OFSTED.

To support the Group Director of Apprenticeships on apprenticeship target setting and re-profiling.

Ensure all apprenticeship subcontracting is managed effectively through effective contracting arrangements and notified to the appropriate bodies in a timely manner.

Lead on contracts for subcontractors to the College provision, which includes regular monitoring visits linked to agreed funding alteration.

Lead on compliance training at the College and support with this training at the University of Bolton to aid consistency across the group.

Lead local authority bids with the support of curriculum to support growth.

Support with observations in the work place of work based tutors to ensure the quality of training is at least good.

Lead on the implementation for Smart Assessor for the College and support with implementation at the University of Bolton.

Work closely with the College's finance department and the Employer Engagement team to ensure employer payments and levy payments are accurate with data locks resolved timely.

To support the Apprenticeship team at the University of Bolton with resolving data locks timely.

Work closely with the finance department to ensure that employer incentive payments/grants are paid out timely and accurately.

Prepare high quality accurate reports to keep senior managers informed of success rates, funding positions and developments.

To lead on contracts from external agencies that requires the college to be a sub-contractor. Working closely with the curriculum ensuring contracts and funding are compliant to current ESFA rules.

Work closely with the Quality department to ensure the College is delivering high quality apprenticeships.

Work closely with MIS to ensure the college is compliant with ESFA regulations.

Deliver staff training – CPD events to disseminate apprenticeship changes, rules, compliance and quality.

To demonstrate high levels of professional practice, inspiring, motivating and influencing cross college teams and providing knowledgeable and innovative leadership.

Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.

Be aware of, and responsive to, the changing nature of the College and its context and adopt a flexible and pro-active approach to work.

To actively promote and embed equality, diversity and inclusion within the College.

To actively support all College policies, including the College's Mission and strategic aims and ensure policies are supported by staff and students.

To actively contribute to the College's safeguarding children and safeguarding vulnerable adult agenda.

Undertake all such other duties as may be required by the Principal.

The postholder will be expected to comply with the rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.

In carrying out their duties, the postholder must:

- Comply with Health and Safety regulations and policies
- Be aware of the College statement on Health and Safety
- Be fully aware, and comply with, College policies including equal opportunities and risk management

Whilst this job description provides an overall framework for the post, there will be flexibility to adopt responsibilities and priorities to meet the needs of the post holder. Detailed objectives and a personal development plan will be agreed on an annual basis.

**JOB DESCRIPTION PREPARED BY: Kate Wallace Group Director of Apprenticeships**

**DATE: Oct 19**

### **Place of Work**

The principle place of work for this post will be the Corporation's premises at the Deane Road campus. However, the postholder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provided services.

### **Working Hours**

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, with a minimum of 37 hours per week. The postholder may from time to time be required to work evenings and/or weekends in which case time off in lieu will be given during the normal working week.

### **Probationary Period**

If the postholder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the postholder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the postholder or by the Corporation on giving one month written notice.

### **Appraisal**

The postholder will be required to participate in any staff appraisal or performance management scheme approved by the Corporation.

### **Confidentiality**

The postholder is part of the College's Management Team and as such will have access to a variety of confidential information which must be protected unless disclosure is authorised.

### **Health & Safety**

The College is fully committed to ensuring that health and safety of its staff and students is paramount. All staff must comply with the College's health and safety procedures.

In the interests of Health and Safety, smoking is not permitted at Bolton College.

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