**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

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| Designation: | Apprenticeship Programme Manager  | Grade:  | PO3 |
| **Reports to**  | Economy and Partnerships Manager | Grade: | SMG2 |
| **Directorate:** | Regeneration, Housing and Public Realm  | Section: | Economy and Partnerships |

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**Main Purpose of the job:**

To lead on the strategic development and management of the Mayors Apprenticeship Programme.

To manage the programme in a practical and pragmatic way, ensuring it takes advantage of opportunities brought about by council procurement, regeneration and local business strategies within the London Borough of Lewisham.

To ensure that the programme and the team delivers expected targets and benefits to the Council, its residents and businesses, on time and to budget.

To coordinate and link across the Apprenticeship areas (Mayors, HR and Schools) to ensure the Council maximizes the opportunities by the appropriate use of Apprenticeship Levy Funds

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**Summary of Responsibilities and Personal Duties:**

1. To be the Council’s lead officer in the strategic development and management of the Mayors Apprenticeship Programme, effectively work with a range of partners to ensure sustainable outcomes and the long term success of apprenticeship programme in accordance with the relevant Council Strategies and Mayoral Manifesto commitments.
2. To be the programme lead for the management of multi-sector professional stakeholder relationships with, employment and training partners e.g. Job Centre Plus, training providers, employers, local authorities, housing partners, resident groups, local businesses, elected members as well as organisations such as the GLA, London Councils, other relevant industry representatives.
3. Develop strategies, manage and deliver programme plans and proposals securing stakeholder input and commitment.
4. To lead on the identification and implementation of good practice initiatives, new and innovative approaches to deliver and continuously improve ways of working.
5. To be responsible for developing a programme plan for the corporate target as well as other relevant targets and then for implementing and delivering the programme plan.
6. Manage risk within area of responsibility. Ensure all stakeholders across the 3 Apprenticeship areas (Mayors, HR and Schools) are aware of and comply with relevant regulations, internal audit requirements and procedures.
7. To engage with managers and local Employers to secure the provision of work placements for apprentices ensuring that they are sustainable and provide appropriate support in relevant work environments with a view to meeting current skill gaps. To work closely with HR Business Partners and other colleagues to identify and establish career pathways related to Apprenticeships in appropriate work areas to maximise successful outcomes for the apprentice.
8. To analyse and interpret data and prepare performance monitoring reports and other statistical information to report on programme activities to relevant bodies both internal and external
9. To produce reports for the Council’s performance management framework reporting progress and ensuring that accurate records are maintained and that management and reporting information is readily available, to record and monitor Apprenticeship placements across the Lewisham
10. To lead on producing and submitting all national data requests for all three strands of the Councils Apprenticeship commitments (Mayors, HR and Schools)
11. Be responsible for commissioning, procurement and management of external training as required for the delivery of project/programmes in line with the Council procedures. Ensure effective monitoring of training providers to ensure that contracts and associated services are delivered on time and within budget and monitored via the Council’s performance and finance systems
12. Ensure the effective deployment of financial resources in accordance with the programme budget and compliance with statutory professional and organisational frameworks and procedures.

Maximise opportunities for residents by liaising with local businesses to secure their awareness and involvement in providing Apprenticeship and training opportunities.

To represent the Council at various local, cross borough, regional and sub-regional partnerships and working groups.

To develop a marketing and communications strategy, working with Lewisham’s communications team to promote apprenticeship to employers, and to local people.

To lead and manage a small team to implement and deliver apprenticeships including an Apprenticeship Support Officer (SO1/2) and Trainee Admin and Projects Assistant (Apprentice), ensuring that the full range of employment and skills issues are addressed in a structured, meaningful and achievable manner by working co-operatively with partner agencies and manage the recruitment of new staff in accordance to the continued developing needs of the programme.

Provide ongoing support, review and report on staff performance, ensuring the individual’s training and work programme is continually developed and monitored

Resolve problems of service delivery and issues of customer dissatisfaction, which are within the scope of your responsibility and make suggestions for improving the service

1. To maintain a thorough and up to date knowledge of the Government’s Apprenticeship agenda and make recommendations for appropriate linked initiatives to ensure the Council responds to national and local developments.
2. To research, advise on project and funding options available to the Council that arise from new legislation, policy developments in other authorities and public, private and voluntary sector organisations and the recommendations of local government associations and agencies.
3. Keep abreast of policy development, legislation and research within central and local government to provide early advice and solutions which drive the promotion of Apprenticeship provision to the forefront of the local government transformation agenda. Briefing managers on the implications and opportunities as required.
4. To ensure own expertise in learning and development methods is maintained and contributes to the development of improvements within the service.

To undertake any other duties within the general scope of the post as required

**PERSON SPECIFICATION**

**JOB TITLE:** Apprenticeship Programme Manager **POST NO:**

**DEPARTMENT:**  **GRADE: PO3**

**Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting and those categories marked ‘T’ will be used especially for the purpose of testing.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**Equal Opportunities**

* Commitment to implement the Council’s Equal Opportunities policies.
* Awareness of Equal Opportunities issues. **S1**
* Can demonstrate commitment to the principles of equality in employment and service delivery.

**Knowledge**

* Extensive working knowledge of Apprenticeship Funding, The Apprenticeship Levy and Public Sector Target and knowledge of Apprenticeship programmes and of work based vocational training/learning. **S2**
* Knowledge of recruitment, selection and assessment solutions applicable to a large organisation. **S3**

**Skills**

* Excellent communication and interpersonal skills to give explanations and advice, influence, persuade, gain co-operation and negotiate with a range of internal and external customers and stakeholders.
* Highly developed written and oral communication skills
* Strong IT, data interrogation and analysis skills and familiar with Access and Excel
* Good organisational skills with the ability to work within tight timescales and under pressure, including forward planning.

**Experience**

* Experience of managing an Apprenticeship Programme **S4**
* Experience of cross agency working and maintaining strong relationships with internal and external partners. **S5**
* Experience in the research, interpretation and analysis of data including the development and maintenance of monitoring systems and processes. **S6**
* Experience of operational recruitment or HR including the full recruitment process. **S7**
* Experience of commissioning training and managing the associated contract. **S8**
* Project management experience with proven ability to manage and deliver successful projects from analysis to solution implementation **S9**
* Experience of managing staff **S10**

**Personal Qualities**

* Able to work on own initiative
* Innovative and proactive approach to meeting objectives
* Enthusiasm, drive and determination
* Delivery and outcome focussed

**Special Requirements**

* Candidates must have eligibility to work in the UK.
* Generally candidates must meet the standard Lewisham requirements for the post
* Able to attend meetings / site visits in locations both inside and outside of the borough.
* Able to use computer, telephone, and read correspondence.