

Job Description

Job Title:	Work Based Learning Coordinator		
Department:	Work Based Learning	Location:	Any UHI NWH campus/remote working
Grade:	NSUP19-22		
Report To:	Work Based Learning Manager		

Job Purpose:

The post holder will be responsible for the coordination and support of Work-based Learning to ensure UHI North, West & Hebrides is compliant with all relevant, centralised and local processes.

Context

This role reports to the Work Based Learning Manager and requires a high level of proactivity and strong communication and organisational skills as well as an ability to engage with staff at all levels as well as other external bodies.

The post holder may have access to highly confidential and sensitive information and will therefore be required to maintain this confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement.

Key Accountabilities

The post holder will be accountable for:

- Processing and maintaining all online records on FIPS (SDS) and MA Online (Sector Skills Councils), and UHI NWH records on SharePoint and Teams.
- Keeping procedures and paperwork up to date in accordance with SDS, SQA, Sector Skills Council and UHI requirements.
- Monitoring progress of Work-based Learning candidates and claim milestones and outcomes on FIPS as required.

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

1. Ensure UHI NWH is compliant of all relevant, centralised and local Work-based Learning processes for SVQs and Modern Apprenticeships. This includes keeping procedures and paperwork up-to-date in accordance with SDS, SQA, Sector Skills Council and UHI requirements, through liaison with the UHI Work-based Hub and NWH Quality & Registry Team.
2. Set up and establish UHI NWH processes. Monitor effectiveness and enhance as necessary.
3. Ensure communication of all processes, provide support to, and liaison with relevant staff as required, including Curriculum Managers, Assessors, Lecturing Team, Registry, and the Enterprise Team.
4. Coordinate the correct and timely completion of all necessary Work-based Learning records (paperwork and other) and any other related record keeping and provide support to staff in adhering to record completions and milestones.
5. Secure and maintain all relevant Work-based Learning candidate files and process and maintain all online records on FIPS (SDS) and MA Online (Sector Skills Councils).
6. Monitor progress of Work-based Learning candidates and claim milestones and outcomes on FIPS as required.
7. Work together with UHI NWH Quality Team to carry out quality assurance of Work-based Learning provision, including liaison with Employers, and monitoring the induction & support of Assessors and Candidates.
8. Attend regular update meetings with each Curriculum Area Team.
9. Contribute to your own professional development, ensuring a reflective approach to your own performance, working practices and behaviours.
10. Ensure completion and maintenance of all College mandatory training and development.
11. Contribute to the wider development and sustainability of the UHI North, West & Hebrides College.
12. Ensure consistency and equality in your approach at all times.
13. Ensure compliance with data protection requirements and all college policies as required, including appropriate responsibility to ensure the health and safety of self and others.
14. Work collaboratively with colleagues across the College and UHI and support initiatives for effective and efficient working.

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides.
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies.
- Work collaboratively with colleagues to ensure a whole college focus and approach.

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, customers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps customers updated on progress

- Aims to deliver agreed targets to timescale
- Manages customer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on customer enquiries
- Supports and promotes a customer focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Minimum SCQF Level 7 qualification in relevant subject 	
Experience	<ul style="list-style-type: none"> • Work experience of SVQ/NVQ processes • Working with MS Office • Working with Outlook • Working with a variety of internal and external groups 	<ul style="list-style-type: none"> • Working in an educational environment • Project Administration
Knowledge & Skills	<ul style="list-style-type: none"> • Excellent digital and IT skills • Good organisational skills • Good English and numeracy skills • Good communicator – able to engage people at all levels • Able to build and maintain good working relationships 	<ul style="list-style-type: none"> • Understanding of FE/HE sector • Project administration
Personal Qualities*	<ul style="list-style-type: none"> • Enthusiastic, positive and proactive 'can-do' approach • Flexible and able to multi-task • Able to problem solve • Self-disciplined and able to work autonomously • Able to take responsibility • Ability to act as ambassador for the College in high level external contexts • Also: see personal attributes framework 	

Other	<ul style="list-style-type: none"> • Commitment and ability to undertake and/or continue professional development in a relevant discipline • Clean driving licence • Be willing to work flexible hours when necessary to meet requirements of the post • Be willing to regularly travel on College business, between centres, UHI and within Scotland • Satisfy appropriate Disclosure Scotland checks 	
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*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is for 17.5 hours per week but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Duration	This a part-time, permanent post.
Salary	The salary for this post is on Support Scale Point 19-22, (£31,567 - £33,405 per annum) pro-rata. Plus Islands Allowance if based at Stornoway.
Holidays	33 days in a full year plus 12 public/general holidays, pro-rata for part-time workers.
Location	The position will be based primarily at any of our UHI North, West & Hebrides Campus and can be worked remotely. You may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

