

## Job Description

<b>Job Title:</b>	Work Based Learning Manager		
<b>Department:</b>	Curriculum	<b>Location:</b>	Within the proximity of our UHI North, West and Hebrides Centres
<b>Grade:</b>	<b>NSUP 32-35</b>		
<b>Report To:</b>	Head of Faculty		

### Job Purpose:

Working in a highly competitive market, the post holder will lead the Work Based Learning Team to work in partnership with businesses to enable economic development – in particular the provision of Modern Apprenticeships and Work Based SVQ Qualifications. This role will effectively manage a highly experienced team of work-based learning assessors and the pipeline for Modern Apprenticeship and work based vocational qualifications. A key consideration will be ensuring that employer relationships are effectively managed throughout the MA, SVQ and vocational qualifications lifecycle and that employers and the college work together on the progress of their apprentices and candidates.

Reporting to the Head of Faculty, the Work Based Learning Manager will work closely with MA Co-Ordinators, Curriculum Managers, Assessors, Enterprise Team and the UHI Work Based Learning Hub. They will work with employers and associated agencies to meet key performance targets and build strong partnership relationships.

### Context

- The post holder will lead the Work Based Learning Team to identify and secure funding opportunities to support workforce development. They will take an active leading role in enhancing the experience of our work based learning students, ensuring contracts for funding are well managed and audit requirements are met.
- The post holder will lead the team to build co-operative and trusting relationships with internal and external stakeholders to ensure we continue to develop our offer to meet employer expectations regarding work-based learning qualifications.
- The role will drive forward and further develop our work-based learning portfolio for our curriculum growth areas of health and social care, renewables and engineering, and Gaelic culture. The post holder will use their occupational experience and competency from one of these growth areas.
- The post holder will have access to personal and sensitive information and will therefore be required to maintain confidentiality and is expected to be able to deal with sensitive matters appropriately using sound judgement.

## **Terms and Conditions**

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

## **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.

- Oversee and line manage a team of Work-Based Learning Co-ordinators and Assessors to provide a single point of contact for the provision of work-based learning. Provide leadership and management for:
  - the operational plan and successful delivery of the Modern Apprenticeship (MA) contract, planned SVQs and vocational qualifications, the generation of annual starts, compliance and securing annual income
  - all negotiations and tenders relating to the Modern Apprenticeship contract
  - MA, SVQ and vocational qualification recruitment campaigns including supporting the interview and selection of applicants
  - the apprentice journey from start through to completion.
- Build and maintain excellent relationships with internal and external stakeholders and liaise with them to achieve candidate and apprentice recruitment projections and performance targets and identify areas for growth.
- Work closely with Curriculum Managers to respond to Work Based Learning opportunities and take an active role to achieve targets and successful outcomes.
- Review, identify and take action on identified best practice or concerns regarding Work Based Learning progress.
- Develop and regularly review Work Based Learning processes and monitor performance alongside curriculum managers and ensure that contract volumes and values are managed.
- Undertake funding body requirements to the highest level and ensure compliance with all regulatory bodies including SDS and SFC.
- Keep up to date with relevant policy and legislative changes relating to contracts, the college and stakeholders, ensuring that these are effectively implemented and communicated to the wider team.
- Prepare and present monthly reports relating to Work Based Learning contracts performance, including data analysis that is gathered from sources like the UHI Work Based Learning Hub, Metis and other systems.
- Organise and manage the co-ordination of the effective administration and delivery of government funded training programmes such as Modern Apprenticeship based achievements.
- Manage the preparation, calculation and processing of funding claims data and other allowances as required.

- Develop, implement and monitor robust processes to meet customer expectations alongside the requirements for audit, awarding and funding bodies.
- Embrace a culture for quality assurance and enhancement across Work Based Learning delivery, ensuring its understanding and effective deployment across all team members and wider assessment teams, so that it positively impacts on candidates, apprentices, employers and performance measures.
- Monitor changes to frameworks and/or qualification requirements, communicate changes to any relevant staff members and ensure the overall funding to the college is not adversely impacted.
- Control records and management information relevant to training programme guidelines and audit requirements. Ensure maintenance of records on systems, in line with contract and internal requirements.
- Undertake interim and annual review, self-evaluation and quality improvement action planning.
- Undertake PRDs with all responsible staff in line with internal procedures, setting and reviewing objectives and identifying opportunities for development.
- Undertake any other duties that fall within the scope of the post as allocated by the line manager.

#### **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.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Educated to degree level. Diploma (SCQF 8 and above) or above in relevant curriculum growth area or relevant recent industry experience (curriculum growth areas of health and social care, renewables and engineering, and Gaelic culture).	Project Management qualification.  Leadership or Management qualification.
<b>Experience</b>	Three years line management or team leader experience.  Proven experience of effective working and engagement within a customer focused environment.  Proven experience of successfully managing third party contracts, for example Skills Development Scotland Modern Apprenticeships.  Experience of working proactively with colleagues and stakeholders across a large geographic area to achieve outcomes.	Experience of working within the education sector.  Experience of quality assurance and self-assessment of contract and training KPIs.
<b>Knowledge &amp; Skills</b>	Knowledge of quality assurance, legislation and policy in relation to education and training.  Ability to use effective communication and to liaise with employers and other agencies with regards to the on-going contract management of Modern Apprenticeships developing effective working relationships.  Excellent written and verbal communication skills.  Ability to collaborate effectively with diverse stakeholders (including employers and agencies).  Digital fluency: demonstrates a strong understanding and ability to effectively use a range of digital tools and technologies including Microsoft Office, MS Teams and SharePoint.  Demonstratable commitment to quality assurance and enhancement.	Knowledge of Modern Apprenticeship programmes and other Government funded training programmes.  Understanding of existing and emerging skills needs across the full range of industry sectors.  Excellent presentation skills.  Organisational and project management skills.  Good networking skills.  Creative and innovative with the ability to think outside the box.
<b>Personal Qualities*</b>	Ability to work well in a team, as well as ability to prioritise own workload.  Ability to act as ambassador for the College in high level external contexts.  Ability to provide accurate and timely information.	

<p><b>Other</b></p>	<p>Commitment and ability to undertake and/or continue professional development in a relevant discipline.</p> <p>Clean driving licence (the post holder may be required to get out to employers that are in rural areas, therefore being able to drive and have access to a car is part of the job).</p> <p>Be willing to work flexible hours when necessary to meet requirements of the post.</p> <p>Be willing to regularly travel on college business, between centres, UHI and within Scotland.</p> <p>Satisfy appropriate Disclosure Scotland checks.</p>	
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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 35 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 full-time, permanent post.
Salary	The salary for this post is on Support Scale Point 32-35, (£40,638 - £43,207 per annum). 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 at any of our NWH Campus', but 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.*

