

## Job Description

**Job title:** Director of Apprenticeships, Full time (37.5 hours per week)

**Reports to:** Dean of Continuing Education

**Responsible for:** Apprenticeship Compliance and Quality Officer

**Salary:** Competitive (plus access to bonus scheme)

### **Main purpose of the job:**

You will be leading the Higher and Apprenticeship Degree portfolio for the University of Roehampton, ensuring quality, attractiveness, sustainability and compliance for this ambitious area of University strategy, driving reputation and income through our portfolio. Working directly with the Dean of Continuing Education and wider Apprenticeship and Business Development team, the postholder will have quality oversight of the University's role as an End Point Assessment Organisation, and the validation and operation of degree apprenticeships.

You will work closely and collaboratively with Deans and Deputy Deans within the University, academic schools and professional service leads, to deliver the University's strategic growth of Higher and Degree apprenticeships, developing a suite of Apprenticeship Degrees across our academic portfolio whilst ensuring the quality, standards and compliance of our provision. Your post will work closely with the Partnerships Office and Business Development team to ensure a high-quality, ambitious service to employers, apprentices, and other stakeholders.

Key responsibilities will include principal leadership on all Apprenticeship Quality Assurance and Due Diligence activities, Strategic Development and effective engagement with high-level professional bodies, partners, and others to deliver top-quality Apprenticeship Degrees.

### **Main duties and responsibilities:**

1. Lead the academic strategy and operation for effective delivery of Apprenticeships across the University portfolio.
2. Provide leadership and development for academic leaders, colleagues and professional services on Higher and Degree Apprenticeships.
3. Work closely with Deans of Academic Schools or their delegates to develop and deliver a comprehensive suite of Apprenticeship Degrees across the academic portfolio, aligned with the University's strategy.
4. Support the Dean of Continuing Education in relevant Strategic Developments (as appropriate)
5. Oversee academic and professional service leads to ensure effective strategic growth of Higher and Degree Apprenticeships in line with targets and milestones.

6. Lead quality enhancement and regulatory compliance for Apprenticeships and Collaborative Provision through robust quality assurance and due diligence processes, collaborating in the oversight of the work of professional service colleagues.
7. Maintain and provide expert advice on regulatory funding, frameworks and developments, devising effective staffing, delivery and enhancement strategies for quality Higher and Degree Apprenticeships and Collaborative Provision.
8. Oversee the effective working of the Apprenticeship Hub, and ensure high-quality services for employers, apprentices, and other stakeholders in partnership with the School of Continuing Education and University Business Development team.
9. Foster Apprenticeship capacity, competency, and skills amongst direct and in-direct reports including relevant academic staff in collaboration with Schools and professional services.
10. Represent the University internally and externally, contributing to the development of Employer Relations, Higher and Degree Apprenticeships and Collaborative Provision.
11. Ensure that all relevant University & RESL strategies, policies, and procedures are in place to support and monitor the delivery of Higher and Degree Apprenticeships and Collaborative Provision.
12. Contribute to University Committees, professional associations, national and international bodies, and other stakeholders to advance the interests of the wider academic community and encourage engagement in employer-led education.
13. Collaborate with the PVCs, the Director of Business Development and Fundraising, and other colleagues supporting vocational education, business development and employer engagement.
14. Work as part of a cohesive team to achieve common objectives.
15. Undertake any other duties as required by the Dean of Continuing Education or PVCs, commensurate with the role.

## Person Specification

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria.

Requirements	E/D?	Criteria
Education and Qualifications	Essential	<ul style="list-style-type: none"> <li>• Postgraduate qualification, or equivalent experience</li> <li>• University degree</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Degree within University portfolio area</li> </ul>
Knowledge and skills	Essential	<ul style="list-style-type: none"> <li>• Experience of academic leadership necessary to build excellence across a portfolio of Apprenticeships</li> <li>• Ability to strengthen knowledge and understanding within an academic and professional service community</li> <li>• Deep understanding of quality assurance and enhancement processes, particularly in relation to Apprenticeships</li> <li>• Ability to mentor, lead and support colleagues to enable them to fulfil their potential</li> <li>• Experience of business modelling and bidding within the University sector</li> <li>• Ability to support the design and implementation of new provision in Apprenticeships</li> <li>• Knowledge of HE policy and in particular, Apprenticeships and</li> </ul>

		Collaborative Provision across a range of disciplines
	Desirable	<ul style="list-style-type: none"> <li>• Related experience within FE/ HE technical and/or vocational learning</li> </ul>
Work experience	Essential	<ul style="list-style-type: none"> <li>• Track record of working with employers and external partners to enhance academic provision and delivery</li> <li>• Track record of delivering excellent academic teaching and learning</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Experience of public and private sector employer engagement</li> <li>• Experience of collaborative provision management and oversight</li> </ul>
Managerial Skills	Essential	<ul style="list-style-type: none"> <li>• Experience of leadership and people management skills</li> <li>• Experience of managing teams effectively.</li> <li>• Able to lead and motivate staff</li> <li>• Able to form and communicate effectively the overall vision/expectations of the team.</li> <li>• Ability to train and induct new staff, to support staff development, conduct probations and appraisals.</li> <li>• Ability to achieve results through a combination of effective planning, clear direction, delegation and influence.</li> </ul>
Communication skills	Essential	<ul style="list-style-type: none"> <li>• Excellent organisational, communication and interpersonal skills</li> <li>• Excellent negotiation skills to influence relevant stakeholders at a senior level</li> <li>• Excellent written, verbal and online communication skills;</li> <li>• Ability to deliver information in an accurate, clear, timely and friendly manner</li> <li>• Excellent interpersonal skills to be able to deal effectively with senior stakeholders by phone, email, and in person</li> <li>• Ability to present information to colleagues with diverse levels of understanding</li> <li>• Ability to communicate and engage effectively with professional and academic staff across the University</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Strong data analysis skills</li> </ul>
Other requirements	Essential	<ul style="list-style-type: none"> <li>• Ability to work to and deliver against deadlines.</li> <li>• Willingness to participate in and promote learning through staff development programmes.</li> <li>• Ability and willingness to lead external events with partners globally.</li> <li>• Ability to work collaboratively at University and School level and to encourage others to do so</li> <li>• Willingness to take on other University-level strategic projects as and when required</li> </ul>
	Desirable	<ul style="list-style-type: none"> <li>• Membership of relevant professional bodies or organisations.</li> </ul>

## Additional Information

- The role is a full-time, permanent role.
- The appointment is offered subject to satisfactory references, and confirmation of the right to work in the UK.
- It is expected that the working hours will normally be delivered between Monday-Friday (37.5 hours a week). You are expected to give a full professional commitment to fulfil your duties and responsibilities.
- You are expected to work flexibly to meet the needs of Roehampton Education Services Ltd, including evenings as required, within the context of the maximum working week as defined by the UK Working Time Regulations
- Roehampton Education Services Ltd. deploys a hybrid-working mode of working. This role allows for 3 days onsite, 2 days working from home.
- The annual leave entitlement is 30 days p.a., including any operational closure days usually at Christmas.
- Access to the University of Roehampton Retirement Savings Pension Plan, a defined contribution scheme, provided by Royal London.
- Roehampton Education Services Limited also offers a wide range of staff benefits, which can be found [here](#).

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