

## University of Derby Job Description

### Job Summary

**Job Title**

Head of Skills & Apprenticeships

**College/Department**

Provost (Learning & Teaching)

**Location**

Derby

**Job Reference Number**

*HR to add*

**Salary****Reports To**

Provost (Learning & Teaching)

**Line Management Responsibility**

Yes

### Job Description and Person Specification

#### Role Summary

*The Head of Skills & Apprenticeships will lead the University's Skills and Apprenticeships agenda, with the aim of securing the University's position as a key UK HE Apprenticeships and skills provider.*

*The role holder will draw on their knowledge and networks to provide relevant insights to inform strategic evidence-based decision making and pursuit of the University's growing apprenticeships and skills agenda.*

*You will be expected to lead, shape and develop organisational policy and practices for the apprentice programmes. You will represent the University both internally and externally, keep up to date on external legislation to inform practice, delivery and compliance with respect to the University's apprenticeship and skills agenda*

#### Principal Accountabilities

1. Responsibility for driving the delivery of a Skills & Apprenticeships Strategy with the aim of securing the University's position as a key UK HE and FE skills and apprenticeships provider.

2. To engage and lead discussion at a national level with policy makers and key stakeholder organisations, with a view to establishing strong collaborative relationships, influencing the national skills and apprenticeship agenda and maximising income potential for the University.
3. Lead on engagement with industry, professional and government bodies to ensure that the University understands and meets future skills and development needs.
4. To liaise with key University colleagues, including in particular the Assistant Registrar (FE & Skills) and the Head of Quality, to devise and implement robust governance arrangements for the University's apprenticeship, FE and skills activities.
5. To work closely with internal and external stakeholders to lead the University's Skills & Apprenticeship Hub, ensuring that it develops and delivers a strategy for positioning the University as one of the leading deliverers of Skills, FE and Higher and Degree Apprenticeships.
6. To take direct responsibility for the operational management of the University's Skills & Apprenticeship Hub.
7. To take direct budgetary responsibility for the Skills & Apprenticeship Hub, ensuring that it consistently delivers, in conjunction with the University Colleges, a stretch income target, whilst building the level of contribution to a point where the Hub operates as a financially sustainable unit within the University.
8. To oversee the identification of opportunities for delivery of Higher and Degree Apprenticeships by all University Colleges.
9. To oversee the phased roll-out of delivery of Higher and Degree Apprenticeships across all University Colleges.
10. To oversee a co-ordinated strategy for apprenticeship development and delivery from Levels 2-7.
11. To work closely with People Experience & Culture to co-ordinate the implementation of the University's approach to the employment of all levels of apprentices, via the apprenticeship levy.
12. To maintain oversight of the design of new apprenticeship courses, including oversight of the University's contribution to Apprenticeship Standards development via different sector groups.
13. To co-ordinate and drive the development of necessary processes and systems to support the apprenticeship programme, including but not limited to finance, legal, admissions, academic office and quality assurance.
14. To liaise closely with Marketing to develop a marketing strategy for the promotion of the University of Derby as a lead provider of apprenticeships and the wider skills provision.
15. To chair relevant industry Advisory Boards
16. To be the lead contact for liaison with the Education Skills Funding Agency (ESFA) and the National Apprenticeship Service in relation to Higher and Degree

apprenticeships, secure funding for programme development and delivery and disseminate information from funders as required.

17. Support the Provost (Learning & Teaching) in delivering and achieving the Institutional Success Measures (ISMs) relevant to the portfolio.
18. Take a lead responsibility for delivering the University's agenda as a champion of social and global mobility, inspiring and creating opportunities for all nationally and internationally, regardless of age, background or location.
19. Be a key source of up-to-date evidenced-based sector knowledge and insight for the University Executive Board and the Vice Chancellor's Executive.
20. Provide motivational leadership, line management and development for staff in areas of responsibility, ensuring that local strategic and operational plans are aligned to the University's Strategic Framework and corporate objectives.
21. Ensure efficient and effective systems and processes which support a high-performance culture operate throughout areas of responsibility.
22. Ensure that diversity and inclusion are integral to the culture and activities in areas of responsibility and across the University.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

- Master's Degree, equivalent professional qualification, or evidence of equivalent experience.
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#### **Experience**

- Demonstrable success and experience in leading Skills and Apprenticeships in a Higher Education setting.
- Excellent track record in strategic business planning and of positioning a division or institution for future success.
- Excellent knowledge and understanding of the higher education environment, nationally and internationally, and of the major influences on academic policy
- Experience within the Apprenticeship funding/audit requirements
- Knowledge of the Education Inspection Framework
- Monitoring with delivery teams' timeliness of achievement of the apprenticeship standards and ensuring overall success rates are above national benchmarks and in line with University achievement targets.
- Experience and detailed understanding of delivering Apprenticeships according to Ofsted requirements.
- Experience of leading and developing a team of academics dedicated to the practice of work-based learning and professional development.
- An excellent record of successful leadership and management within higher education.

### **Skills, Knowledge & Abilities**

- Proven people leadership and management skills with the ability to build, inspire, motivate and develop effective relationships and to engender trust with a variety of stakeholders including colleagues, students, collaborative partners, and external representatives nationally.
- Excellent written and verbal communication skills, with the proven ability to develop high quality, data driven, evidence-based audience appropriate written papers and strategies as well as Chair deliberative University Committees.
- Agility and resilience necessary to deal with demanding workloads and deadlines completed with pace.

### **Business Requirements**

- Highly flexible and able to travel on a national and international basis when required.

### **Desirable Criteria**

#### **Qualifications**

n/a

#### **Experience**

- Knowledge of the Apprenticeship Software or similar apprenticeship management systems.
- Experience of apprenticeship MIS reporting systems.

### **Skills, Knowledge and Abilities**

- An innovative and creative thinker with a proven track record which demonstrates an ability to transform ideas into practice within their teams.
- Use of Apprenticeship software systems and ability to extract data.
- An understanding of and commitment to Equal Opportunity Policies, and the ability to promote this in the day to day work of the post.
- A positive thinker and influencer with a solutions focused approach.

## **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](#)

