

Deputy Head of HE Apprenticeships

Job Specification

JOB DESCRIPTION

Employment status:	Permanent, Full time
Hours:	Full time hours at UCEM are 35 per week, Monday to Friday 9.00 a.m. to 5.00 p.m.
Location:	Horizons, 60 Queen's Road, Reading, RG1 4BS
Department:	Learning, Teaching and Apprenticeships
Manager:	Head of HE Apprenticeships
Liaises with:	Student Experience / Education – Learning and Teaching / Online Education / Finance and Resources / Principal's Office / Deputy Principal's Office / External partners and stakeholders

Summary of the role

This is an exciting new role in which you will lead, manage and continuously improve UCEM's higher education apprenticeship programmes. By proactively liaising with the School of the Built Environment you will ensure the effective planning, development, promotion and delivery of our high-quality apprenticeship provision. This is to ensure that we not only meet industry/employer needs and requirements, but also motivate and engage apprentices to achieve and progress beyond their expectations. This will ultimately support the achievement of UCEM's core purpose and institutional objectives.

Duties and responsibilities

- Lead, manage and continuously improve higher education apprenticeship programmes to ensure that the offer meets the needs of industry/employers and engages, motivates and supports apprentices to succeed.
- Work in liaison with the academic Programme Leaders, the UCEM Academic Quality Unit and the Chartered Surveyor Degree Apprenticeship Technical Support Manager and other relevant staff to ensure that consistently high programme delivery performance and high levels of employer and apprentice satisfaction are achieved.
- Ensure the quality and consistency of professional practice workshops/masterclass sessions across the higher education apprenticeship offer through effective planning, scheduling, resourcing and coordination of cross-team, external and stakeholder involvement.
- Recruit and manage a team of subject experts to facilitate the professional practice workshop/masterclass sessions including arranging and/or delivering relevant training and development.

Job Specification

Continuation Sheet

- Support performance management and quality monitoring of higher education apprenticeship provision and the implementation of new and revised practices and systems to enhance the student and employer experience.
- Lead on aspects of self-evaluation and quality improvement activity including leading on the annual programme review process for allocated apprenticeship programmes.
- Liaise with employers to ensure contractual compliance and smooth running of levy related activities. Building productive relationships to ensure that appropriate technical support arrangements are in place to support apprentices in understanding and fulfilling the workplace training requirements of their apprenticeship.
- Participate in the review and decision-making process in relation to non-standard applications for entry to higher education apprenticeship programmes.
- Support the compliance of higher education apprenticeship programme delivery with ESFA requirements and partnership lead provider requirements.
- Support the compliance of higher education apprenticeship programmes with end-point assessment organisation requirements.
- Liaise closely with other areas key to support the effective delivery of apprenticeship provision i.e. Business Development and Academic Teams; developing internal networks with the department of Digital Education and Professional Services to enhance the provision and level of customer service.
- Liaise with external partners to raise awareness of higher education apprenticeships and disseminate knowledge gained to others.
- Manage allocated apprenticeship operations within the set budget.
- Support the implementation of outstanding Safeguarding practice (including health, safety and welfare) across UCEM's apprenticeship team, in liaison with UCEM staff with designated responsibilities for Safeguarding.
- Support the integration of UCEM's apprenticeship provision into UCEM's core business.
- Contribute to organisational planning activities.
- Participate in UCEM committees as required, deputising for the Head of HE Apprenticeships where necessary.

Line management responsibilities

- Line manage the Chartered Surveyor Degree Apprenticeship Technical Support Manager. It is envisaged that line management responsibilities will increase as UCEM's higher education apprenticeship provision expands.

Financial accountabilities

- Accountable for allocated aspects of UCEM's higher education apprenticeship delivery within the agreed operating budget.

PERSON SPECIFICATION

A = Application/CV I = Interview T = Test

Qualifications and training			
Essential	How tested	Desirable	How tested
Bachelor's degree with 2:1 classification or higher	A	Bachelor's degree in a built environment subject with 2:1 classification or higher	A
Level 2 Maths and English qualifications at grade C or above (Level 4 reformed GCSE or higher) or the willingness ability to achieve these with 6 months of appointment – it will be required to	A	Relevant professional membership (chartered status) e.g. MRICS, MCIOB, MCABE, MCMI.	A

Job Specification

Continuation Sheet

keep evidence of this on HR files for Ofsted			
Evidence of recent professional development.	A	Teaching qualification e.g. PGCE, FHEA, SFHEA Cert. Ed.	A
		Health and Safety Qualification (IOSH, NEBOSH etc.)	A
Previous experience			
Essential	How tested	Desirable	How tested
Programme delivery in the HE sector	A I	Working in industry in a surveying discipline	A
Undertaking quality monitoring activity	A I	Curriculum planning and development.	A
Undertaking self-assessment/evaluation processes and related quality improvement activity	A I	Apprenticeship programme delivery and management.	A
Skills, knowledge and aptitudes			
Essential	How tested	Desirable	How tested
Strong communication skills	A I	Knowledge of QAA/OfS quality criteria and review processes	A
Skills in leading and managing a team	A I	Knowledge of apprenticeship funding methodologies and funding rule requirements	A
Evaluation and analytical skills	A I	Knowledge of current government policy and developments relating to apprenticeships	A
Planning and organisational skills	A I	Knowledge of safeguarding and Prevent Duty requirements	A
Financial planning and management skills	A I	Knowledge of the RICS MRICS category of membership and requirements for the achievement of MRICS status	A
Skills in monitoring team performance against targets/key performance indicators	A I	Knowledge of the CIOB MCIOB category of membership and requirements for the achievement of MCIOB status	A
Intermediate (or better) IT skills in MS Office applications	A I	Knowledge of the CABE MCABE category of membership and requirements for the achievement of MCABE status	A
Ability to work to deadlines and manage competing priorities, in a highly pressurised environment	A I		

Job Specification

Continuation Sheet

Ability to work collaboratively to achieve team and organisational goals	A I		
Ability to work flexibly and adapt readily to changing circumstances	A I		
Other or special requirements			
Essential	How tested	Desirable	How tested
Ability and flexibility to travel as required in relation to the job role.	A I	Car owner and driver with valid licence and a vehicle that is insured for business use purposes.	A
Commitment to Student Success; at UCEM we all work hard to make sure that our students are successful	I		

VALUES – we expect all new employees to demonstrate our values at work

We will test these as part of the interview process

Passion – we care

- We want each and every one of our students to succeed
- We do the right thing by our students and customers; that means we do whatever we can to ensure that no student falls behind in their studies, and that no customer is unhappy with the service they receive

Integrity – fairness first

- We model integrity in everything we do
- We never compromise on honesty or trustworthiness
- We adhere closely to laws and compliance standards
- We do what we say we will do, and fulfil our promises to staff

Excellence – we aim high

- High standards drive everything we do
- We deliver excellence, strive for continuous improvement and respond dynamically to change
- Each one of us is personally responsible and accountable for the quality of whatever we do
- We listen to our students and understand their expectations
- We strive to exceed expectations in quality and delivery

Support – we support and respect each other

- At UCEM each member of staff does everything they can to help other staff and students to achieve their goals
- We respect others and their opinions, we are open to ideas, we trust each other
- We promote a supportive working environment across UCEM that extends to our students
- We value and reward each individual's skills, working towards common goals with shared objectives and through collaborative practice

SAFEGUARDING AND PREVENT

Please note any appointment to this post is conditional upon and subject to an enhanced certificate (criminal record check) issued by the Disclosure and Barring Service (DBS), which will also include a check of the DBS Barred Lists.

If you are appointed to this post you will also be required, as part of your induction training, to undertake training relating to safeguarding and Prevent. This training will be both face-to-face and

Job Specification

Continuation Sheet

online. Any prior training in these areas is helpful, however it will not make you exempt from undertaking training with us.

BENEFITS

- Salary £42,000 – £45,000 per annum (full time equivalent).
- Salary range £42,000 to £45,000 per annum. Full Time Equivalent.
- 24 days paid holiday (rising with service to 27) plus paid bank / public holidays and up to 5 paid closure days; all per holiday year Full Time Equivalent. Holiday buy/sell available.
- Salary exchange pension scheme (auto-enrolment to the People's Pension). You will automatically be opted-in to salary exchange (the term we use for salary sacrifice). You may opt-out.
- Life assurance provision.
- Horizons: There are limited paid parking spaces however you may ask to join the Waiting List. There is no guarantee you will be successful in obtaining a space before or after commencing employment, so you will need to consider alternative travel arrangements.
- Employee Assistance Programme.
- Cycle to Work salary sacrifice scheme and access to Tax-Free Childcare (Government scheme).
- Voluntary Healthcare Scheme.
- Charity giving.
- Access to IT and retail discounts.

On the jobs page of our website you will find the full list of employee benefits at UCEM

APPLICATION PROCESS

Preferably by email to recruitment@ucem.ac.uk

Please send the following documents:

- 1) Your up-to-date CV;
- 2) A covering letter outlining your suitability for the role with your salary details; and
- 3) A completed **Recruitment Check Form**, available from the jobs section of our website at www.ucem.ac.uk

Internal applicants are advised to inform their line manager of their application.

Informal discussion

For an informal discussion about the role please contact Lorraine Horne on 0118 467 2333 or email l.horne@ucem.ac.uk.

For any other enquiries please contact HR on 0118 467 2243 / 2349 or email recruitment@ucem.ac.uk

NO AGENCIES – WE DO NOT USE AGENCIES NOR CAN WE ACCEPT CV SUBMISSIONS

Closing date

Thursday 6 February 2020 at 5.00 p.m.

Interview date

Initial interviews are scheduled for Monday 10 February 2020. If there are any further dates for interview, these will be advised later in this process.

Please be prepared that there may be a two-stage interview process, held on different dates. As part of any interview process with UCEM, you will meet with a member of the Senior Leadership Team; subject to availability this may be a telephone interview.