



Coventry City Council

## Job Description

<b>Post:</b>	Apprenticeship, Work Experience & Early Careers Officer	<b>Job Number:</b>	P1337D
<b>Service:</b>	Organisational Development	<b>Post Number:</b>	1022681
<b>Location:</b>	One Friargate & Remote Working	<b>Grade:</b>	5

### Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

### Job Purpose:

To support the Organisational Development Apprenticeship Advisor to ensure the effective delivery of the Council's Apprenticeship Strategy and People Plan. Working as a member of the Organisational Development Team you will partner with internal and external stakeholders to identify, promote and co-ordinate apprenticeships across the organisation.

A key focus of the role will be to support workforce planning initiatives, embed apprenticeships across the Council, organise work experience placements for under-represented young people and support the development of career progression pathways that meet current skills gaps and future workforce needs.

### Main Duties and Responsibilities:

- Facilitate widening participation in the apprenticeship scheme by targeting and engaging with priority and under-represented groups such as candidates that: have a disability and/or special educational need, are from Black, Asian and Minority Ethnic Communities, are Looked After Children/Care Leavers and those that are currently Not in Education Employment or Training (NEET).
- Act as the main contact for apprenticeships and work experience, providing information, advice and guidance to a range of partners across the Council and maintained schools.
- Assist the Organisational Development Apprenticeship Advisor in ensuring that Apprenticeship programmes are continually developed and improved via identification and implementation of best practice.
- Support the Organisational Development Apprenticeship Advisor to develop apprenticeship career pathways for all service areas, including the development of contracts and pay.
- Manage a caseload of apprentices, providing information, advice & guidance and pastoral support to achieve positive outcomes.

- Working closely with HR Advisors to monitor the performance of all apprentices via manager feedback, probationary reviews and training provider reports addressing any concerns whilst on programme.
- Ensure that training providers are providing a quality service that meets the needs of our apprentices, taking required action where issues are identified.
- Be proactive in developing relationships with stakeholders across the Council and schools, advocating the benefits of recruiting apprentices to increase apprentice numbers in line with the Apprenticeship Strategy.
- Ensure that the barriers faced by priority and under-represented groups are identified and actions are put in place to meet their diverse needs and expectations.
- Ensure robust management information systems are adhered to and developed to enable accurate reporting on a variety of targets and metrics.
- Liaise with apprentices, line managers and training providers to ensure that apprenticeship details are accurate and up to date on the Council's Digital Apprenticeship Service account.
- Produce appropriate materials and documentation such as support guides for apprentices and line managers.
- Undertake marketing and promotion events so that the Council's apprenticeship scheme is widely recognised and is a preferred destination for apprentices.
- Assist in procurement activities for new apprenticeship training.
- Design and deliver appropriate training and development activities for apprentices such as induction sessions and employability workshops.
- Facilitate work experience placements and similar programmes as an entry point into apprenticeships.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible for:** N/A

**Responsible to:** Organisational Development Apprenticeship Advisor

**Date Reviewed:** December 2020

**Updated:** December 2020



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## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• An understanding of apprenticeships and their use within an organisation in relation to workforce planning and career pathways.</li><li>• Knowledge of apprenticeship standards &amp; awareness of the apprenticeship levy.</li><li>• An understanding of issues relating to equality, diversity and social inclusion.</li><li>• An understanding of relevant Employment legislation including GDPR and Health and Safety.</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Ability to plan and prioritise work and tasks effectively and balance competing and conflicting demands.</li><li>• To work under own initiative, pro-actively investigating issues and seeking solutions to problems.</li><li>• Effective communication and presentation skills; both verbal and written.</li><li>• Digitally literate and able to use Digital technologies such as Word, SharePoint, Office 365, OneNote, Excel.</li><li>• Excellent interpersonal skills, approachable and flexible with the ability to build relationships with stakeholders to recruit apprentices.</li><li>• Effective influencing and negotiating skills.</li><li>• Able to demonstrate the behaviours and Values that apply to Coventry City Council.</li><li>• Excellent administrative skills with a keen eye for detail.</li><li>• Ability to carry out presentations to groups of people.</li><li>• Ability to contribute to the design and delivery of training programmes for apprentices and work placement hosts.</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Working with and supporting young people into employment.</li><li>• Delivering successful work-based learning programmes (preferably apprenticeships) within an organisation.</li><li>• Experience of developing partnerships and working with a range of stakeholders including: training providers, managers, schools, training providers and other educational and employment agencies.</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• A good standard of general education and evidence of continual personal development.</li></ul>
<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).</li></ul>
	<ul style="list-style-type: none"><li>• Ability to travel around Coventry and regional locations to attend meetings.</li></ul>

**Date Reviewed:** December 2020

**Updated:** December 2020