



Coventry City Council

## Job Description Job Description

<b>Job Title:</b>	Apprenticeship & Early Careers Advisor	<b>Job Number:</b>	A5550
<b>Services:</b>	Human Resources (OD Team)	<b>Grade:</b>	6
<b>Location:</b>	One Friargate		

### Job Purpose:

To support the Apprenticeship and Career Pathway Lead 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, internships and work experience placements (including graduate placements) across the organisation.

The post holder will support in the provision of talent expertise and best practice to design and develop apprenticeships, internships and work experience solutions to fulfill current skills gaps and future talent requirements.

### Main Duties and Responsibilities:

1. Act as one of the lead contacts for Apprenticeships, internships and work experience placements across the Council which will involve liaising and engaging with Managers and dealing with apprenticeship/work experience requests in a timely manner.
2. Organise, promote and co-ordinate the Council's Apprenticeship scheme, internships and work experience placements across the organisation, so that they are outstanding, successful and socially inclusive.
3. Support the Apprenticeship and Career Pathway Lead to develop apprenticeship career pathways for all service areas.
4. Programme manage apprentices throughout the apprenticeship journey to ensure apprentices/stakeholders receive outstanding pastoral care and achieve positive outcomes.
5. Be proactive in the marketing, recruitment, selection, induction and development of Apprentices, ensuring that recruitment targets are met and that apprenticeship numbers are increased in line with the Council's apprenticeship strategy.



Coventry City Council

6. Monitor the performance of all apprentices and interns via manager feedback, probationary reviews and training provider reports addressing any concerns whilst on programme.
7. Develop networks with schools, colleges, universities, training providers and other agencies to identify apprenticeship opportunities and create attraction campaigns to promote apprenticeships internships and graduate placements.
8. To support and participate in meetings to raise awareness of all apprenticeship standards, ensure quality standards are maintained and progressed consistently.
9. Facilitate widening participation in the apprenticeship scheme by targeting underrepresented groups.
10. Be proactive in targeting and engaging with those groups further from employment, e.g. those with SEND, LAC, BAME and NEETs to encourage and support a diverse workforce. Understand the diverse needs of our Apprentices including the barriers they may face, their needs and expectations.
11. Be responsible for developing and delivering aspects of the apprenticeship training programme and marketing events measured against key targets.
12. Ensure accurate tracking of apprenticeships, internships and work experience placements and record destination data.
13. Monitoring of Apprenticeship Levy via the Digital Apprenticeship Account, updating financial records as required.
14. Any other duties commensurate within the grade of the post.

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 Equality, Diversity and Inclusion Policy.

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

<b>Responsible for:</b>		<b>Responsible to:</b>	Apprenticeship & Career Pathway Development Lead
<b>Date Reviewed:</b>	March 2020	<b>Updated:</b>	March 2020



Coventry City Council

## Person Specification

<b>Job Title:</b>	Apprenticeship & Early Careers Advisor	<b>Job Number:</b>	A5550
<b>Services:</b>	Human Resources	<b>Grade:</b>	G6
<b>Location:</b>	Friargate		

Area	Description
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Apprenticeship Standards</li><li>• Understanding of apprenticeships, internships and work experience placements or graduate programmes.</li><li>• An understanding of the issues facing the unemployed, disadvantaged or how inequality can affect people and how this might lead to disadvantage.</li><li>• Understanding of relevant Employment legislation including GDPR and Health and Safety.</li></ul>
<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>• Excellent 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 promote apprenticeships, work experience and internships across the Council.</li><li>• Effective influencing and negotiating skills</li><li>• Skills and confidence to communicate effectively with internal and external partners and stakeholders face to face, by telephone and email.</li><li>• Well organised and able to prioritise own workload.</li><li>• A good team player and motivator.</li><li>• Able to demonstrate the behaviours and Values that apply to Coventry City Council.</li><li>• Ability to work collaboratively within the team and across the Council with staff at all levels within the organisation.</li><li>• A self-starter requiring minimum supervision.</li><li>• Excellent Administration skills.</li></ul>



Coventry City Council

<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Working and supporting young people, interns, undergraduates/graduates or unemployed young people</li> <li>• Delivering successful apprenticeship, internships or/and work experience programmes</li> <li>• Experience of developing partnerships and working with a range of stakeholders including Members, Adult Education, Council colleagues, 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>• CIPD qualified and/or professional experience of working within a HR/L&amp;OD environment.</li> <li>• Willing to undertake a CIPD qualification (level 5) if not already qualified</li> </ul>
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<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> <li>• Flexible attitude towards hours of work and location when required to meet the service needs. This may include some evening and/or weekend work.</li> <li>• Ability to travel around Coventry and regional locations to attend meetings.</li> </ul>
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<b>Date Reviewed:</b>	March 2020	<b>Updated:</b>	March 2020
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