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| **Job Title** | Apprenticeship and Placement Manager |
| **School / Service** | Architecture, Computing and Engineering |
| **Grade and Salary Range** | E |
| **Location and Hybrid working status** | Docklands |
| **Reporting to** | Director of Careers and Enterprise/School Business Manager |
| **Liaison with** | Director of Careers and Enterprise, Employers, Apprenticeship providers, learners, course leaders and relevant staff in Schools and Services, other external stakeholders and key partners |
| **Contract type** | 12 months FTC |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we’re now in Year 5 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

But we can't achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you'll have the opportunity to work with a diverse range of people who share your passion for generating positive change. We’re an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you're ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**JOB PURPOSE**

The apprenticeship and placement manager is responsible for the management of the apprenticeship and placement provision in the School of Architecture, Computing and Engineering. The postholder will liaise closely with students and academics and they will have a key role in helping students to achieve their learning goals. They will be responsible for developing and managing the relationship between the central university apprenticeship team and the school. They will line manage the work-based learning officer within the School.

**KEY DUTIES AND RESPONSIBILITIES**

* Develop and manage regulations, policies and strategy relating to apprenticeships and placement within the School of Architecture, Computing and Engineering
* Act as the main adviser for internal and external stakeholders in all matters relating to Apprenticeships
* Manage and lead on all placement aspects for the school
* Co-ordinate the compliance functions of apprenticeships in the school and manage the Apprenticeship and Placement Officer.

**Administration:**

* Maintain accurate data relating to apprenticeship programmes and learners’ academic profiles, updating sensitive and confidential information relating to individual learners as required throughout their programme that may impact on their progression or require adjustments or extra support. Ensure, where appropriate, this information is stored and shared both internally and externally following all relevant guidelines and legislation such as GDPR
* Ensure communication is maintained with the apprenticeship team and the academic staff and ensure that all tripartite reviews and undertaken in a timely manner.
* Liaising with key services within the University to produce, monitor and check key information as requested by the School Business Manager, Heads of Department.
* Contribute to maintaining good effective working relationships with employers, apprenticeship providers, academic and professional staff, key stakeholders and partners to ensure continued collaboration between parties for the successful delivery of the programme
* Provide administrative support as necessary to course leaders in relation to apprenticeship and placements provision.

**External Relations**

* Liaise with academic staff, students and industry to arrange projects, competition entries, exhibitions etc
* In liaison with Student recruitment and marketing to oversee arrangements for open days
* Update and maintain School pages on the Intranet including staff research profiles and any microsites.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Experience of successfully working/negotiating with a range of employers
* Knowledge of apprenticeship programmes or work experience programmes
* Experience of Higher Education (HE) or Apprenticeship Providers
* Good understanding of standards around managing, protecting and re-using information, including information security best practice and data protection principles

**COMPETENCIES REQUIRED**

* Ability to use own initiative to resolve problems, identifying practical and suitable solutions
* Ability to communicate using a variety of mediums to internal and external audiences including students, employers and stakeholders
* Ability to exercise discretion in dealing with confidential or sensitive matters
* Proficient in the use of productivity suites (email, calendar documents, spreadsheets, databases) such as Microsoft Office
* High level of accuracy and attention to detail
* Ability to plan, organise work and prioritise work whilst retaining excellent customer service standards
* Ability to use initiative to resolve problems and identify practical and suitable solutions
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment
* Naturally collaborative with experience of working as part of a small team, supporting others in dealing with peaks in demand

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

* A degree and/or equivalent experience

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!