

JOB DESCRIPTION

POST TITLE: Apprenticeships and Early Careers Manager

GRADE: 12

DEPARTMENT: HR and Organisational Development

REPORTS TO: Head of Organisational Development

PURPOSE OF THE JOB

- To lead the design and delivery of apprenticeship and early careers programmes, ensuring they effectively support the council's goal of developing and maintaining a highly-skilled, resilient workforce
- To provide specialist expertise, advice and guidance on apprenticeship and early careers programmes, promoting their role in addressing skills gaps, improving workforce diversity, and enabling people of all backgrounds to develop successful careers
- To work collaboratively with HR colleagues, including colleagues in the resourcing team, to promote the council's employer brand and attract the very best early careers talent
- To lead the design and delivery of a holistic offer to all participants on apprenticeship and early careers programmes, including pastoral, learning and peer-to-peer support, to ensure that all learners can achieve their full potential

PRINCIPAL ACCOUNTABILITIES

1. To lead the planning, procurement, and delivery of apprenticeship and early careers programmes, including work experience, internships and graduate schemes
2. To develop and co-ordinate the delivery of an annual plan for the recruitment of interns, apprentices and graduates aligned to business needs including relevant workforce strategies and plans
3. To work collaboratively with colleagues in the resourcing team to develop creative ways to enhance and promote the council's employer brand and build the council's reputation as a destination employer
4. To develop and maintain relationships with local schools, colleges and universities, attending careers fairs and other similar events as required

5. To design, develop and implement approaches to recruitment and selection that are transparent, fair and engaging, and enable the identification of the very best early careers talent
6. To monitor and report on the diversity of participants on apprenticeship and early careers programmes, and lead the development and co-ordination of action plans to address any concerns
7. To identify and select appropriate training providers to deliver the council's apprenticeship and early careers programmes, ensuring full compliance with the council's procurement policies and processes
8. To proactively monitor and challenge the performance of training providers by analysing management information, engaging with learners and line managers, and implementing a robust contract management strategy
9. To ensure participants on apprenticeship and early careers programmes benefit from pastoral, learning and peer-to-peer support, including coaching, mentoring and career advice
10. To evaluate the delivery and impact of apprenticeship and early careers programmes, and lead the development and co-ordination of action plans to address opportunities for improvement
11. To manage the council's apprenticeship levy account, monitoring and reporting on spend with the aim of ensuring that all available funds are fully utilised
12. To line manage an Apprenticeships and Early Careers Partner and other colleagues, including apprentices, who may be directly assigned to the postholder from time to time
13. To champion and proactively support the implementation of the council's vision to be an ever more inclusive, anti-racist organisation
14. To model the behaviours required of all staff and demonstrate commitment to the council's values
15. To ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, and any relevant legislation and regulation

JOB CONTEXT

Organisational context

The postholder will work collaboratively with peers, managers and partners to ensure the council can attract, develop and retain the early careers talent required to develop and maintain a highly-skilled, resilient workforce.

Structural arrangements

The postholder will report to the Head of Organisational Development within the HR and Organisational Development service.

The postholder will have line management responsibility for an Apprenticeship and Early Careers Partner, and other colleagues, including apprentices, who may be directly assigned to the postholder from time to time.

Financial responsibilities

The postholder will be responsible for managing the council's apprenticeship levy account, which has a value in excess of £1m.

The postholder will manage budgets assigned to the delivery of specific programmes, projects and initiatives, typically ranging from £10,000 – £50,000 in value.

Contacts

The postholder will have regular contact with line managers at every level of the council, including directors. The postholder will use their specialist expertise to provide information, advice and guidance to others.

The postholder will be responsible for representing the council to partners, contractors and stakeholders.

Conditions of Service

Conditions of service are governed by the National Joint Council (NJC) for Local Government Services as applied by Southwark Council.

The postholder is required to work 36 hours a week, including occasional work outside of ordinary working hours.

This post is not politically restricted under the terms of the Local Government and Housing Act 1989 (as amended).

Employment is subject to a probationary period of twenty six weeks from the postholder's start date with Southwark Council, during which time the postholder will be required to demonstrate to the council's satisfaction their suitability for the position.

PERSON SPECIFICATION

The person specification describes the knowledge, experience and skills required to carry out this role.

Key: **S** Shortlisting criteria
I Evaluated at interview
T Subject to testing

Knowledge, including qualifications	How assessed
In depth knowledge of apprenticeships and/or early careers programmes	S I
Degree or equivalent professional qualification or experience	S
Evidence of continued professional and personal development	S

Experience	How assessed
Significant relevant work experience within HR, Organisational Development, apprenticeships, or education	S
Experience leading the design and delivery of apprenticeships and/or early careers programmes	S I
Experience of providing individuals with pastoral, learning and/or peer-to-peer support	S I
Experience of procuring and contract managing external providers to achieve high quality, cost effective outcomes	S I
Experience of drawing on data analysis to drive continuous improvement and change	S I

Aptitude, skills and competencies	How assessed
Passion for and commitment to public service delivery	S I
Customer-focused and driven to achieve high standards	S I
Commitment to Southwark Council's values and our ambition to become an ever more inclusive, anti-racist organisation	S I
Excellent written and verbal communication skills, including the ability to represent and promote the council in external settings – for example, at careers fairs	S I
Ability to develop effective working relationships with a broad range of stakeholders including senior managers and external suppliers	S I

Aptitude, skills and competencies	How assessed
Ability to coach, influence and persuade stakeholders and peers	S I
Ability to work quickly and accurately while managing competing deadlines	S I
Ability to think laterally and develop creative solutions to challenging problems	S I
Tenacious, self-sufficient and confident working on own initiative	S I