

Apprenticeship Administration Coordinator - Research and Knowledge Exchange Service - Grade E

Job Description

Purpose

To provide administrative support and practical instruction to support the Apprenticeship Team with related duties derived from the work linking to OneFile, Compliance, and the Learner Journey.

Duties

1. To generate Apprenticeship Documentation for new learners prior to them starting on Programme, liaising with employers and internal staff members.
2. To create and amend Apprenticeship Documentation for Change of Circumstances under the guidance of the Apprenticeship Development Officer, including but not limited to Break in Learnings, Change of Employers, Repeat Learning, Price Changes and Date Changes, ensuring these changes are reflected within the OneFile platform under the guidance of the OneFile Team.
3. To support the Apprenticeship Development Officer in ensuring compliance by completing Quality Assurance checks with Apprenticeship Documentation.
4. To assist with updating Apprenticeship Documentation templates as and when required.
5. To attend and support with meetings relating to the compliance and progression of Apprenticeships.
6. To support the administration of the Apprenticeship Service
7. To assist and support the OneFile Team with the build of new Apprenticeship Standards on the OneFile platform including updating tracking documents linking to the Knowledge, Skills and Behaviors of the Apprenticeship Standards.
8. To maintain the University's Staffing key personnel data within the OneFile Platform.
9. To support and maintain the OneFile platform user accounts including, but not limited to, archiving early leavers and completed learners, and suspending and restarting Break in Learning learners.
10. To support with the input of Total Working Hours from the Commitment Statements into the OneFile platform and conducting quality checks.
11. With regards to the nature of your role and its impact upon our students, make an active contribution to and support the improvement of the student experience.
12. Undertake other relevant duties and responsibilities appropriate to the grade of the post.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of high-level administrative support and skills in a busy office environment engaging with a wide range of colleagues and clients (Application/Interview)
- English GCSE at grade C/4 or above, or an equivalent (Application)
- High level of attention to detail with a resilience to maintaining concentration. (Application/Interview)
- Proven ability to work consistently under pressure, prioritise work and meet competing deadlines. (Application/Interview)
- Significant experience of a wide range of IT packages, including MS Word, Excel, Teams, databases and online resources. (Application/Interview)
- Excellent organisational skills. (Application/Interview)
- Able to work independently using judgment and initiative, while also collaborating effectively as part of a team (Application/Interview)
- Ability to identify, pre-empt and solve issues and risks, and to communicate these actions to a wide range of stakeholders. (Application/Interview)
- A flexible approach to work together with a willingness to learn (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

Knowledge, Skills, and Behaviours (Desirable)

- Experience of using the Apprenticeship Service. (Application/Interview)
- Experience of working with the OneFile ePortfolio platform. (Application/Interview)
- An understanding (or a demonstrated willingness to acquire an understanding) of the English Apprenticeship Funding rules. (Application/Interview)
- A demonstrable knowledge of the Apprenticeship Standards. (Application/Interview)