

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Business & Law
School/Department	Apprenticeships Unit
Team	Apprenticeships
Job Title	Apprentice & Employer Engagement Fellow
Grade	8
Hours of Work	37
Contract Duration (Perm/Fixed Term)	12 Months
Reports To (Job Title)	Head of Apprenticeships Programmes
Responsible For (Job Title)	

Principal Accountabilities

The main purpose of this role is to engage proactively with apprentices, alumni, employers, and academic colleagues to continue the research assessment of the impact of Degree Apprenticeships; informing and feeding into the strategies for growing apprenticeships while maintaining a high level of quality and impact, in line with the University's Road to 2030 and the Apprenticeships Strategy.

Working under the direction of the Head of Apprenticeship Research Unit and the Director of Apprenticeships, the main responsibilities will include leading and coordinating projects, collecting primary data (via surveys and focus groups), analysing primary and secondary data, and preparing project briefs and reports.

Working closely with colleagues in the Apprenticeships team, in the Apprenticeship Research Unit and associated Research Centres to further the institution's standing in the HE and research community and contribute to the development of new areas in the field.

Key Tasks

Research Activities

Design and organise surveys and focus groups of apprentices, alumni and employers.

Collect quantitative and qualitative data, analyse primary and secondary data, and present analysis in reports and briefs.

Plan and prioritise own work and resources to achieve agreed research objectives.

Use initiative and judgement to develop appropriate techniques in order to facilitate research work and resolve problems affecting the achievement of objectives and deadlines.

Liaison and Networking

You will:

Engage and establish productive relationships with employers, apprentices, alumni and other internal/external stakeholders. Systematically develop a portfolio of relationships across stakeholders to ensure sustained engagement.

Identify opportunities to capture and draft impact case studies, good practice and good news stories where relevant for project promotion and dissemination.

Participate in the development of internal and external partnerships and networks in order to disseminate information, share best practice, establish opportunities for collaborative work, and to enhance the reputation of the University.

Identify and build relationships with appropriate internal and external contacts and agencies to facilitate further engagement. Degree Apprenticeship programmes rely on being at the cutting edge of innovative practice, so the constant development and renewal of networks is pivotal to programme success.

Service Provision

Keep senior managers updated on progress of project and be responsible for exploring their needs and acting on feedback, to ensure that research delivers against their requirements.

Collaborate with senior academic staff to organise, manage and carry out appropriate research, and actively contribute to the longer term planning and direction of future projects.

Teamworking

Actively participate as a member of the Apprenticeships team, providing mutual support to colleagues to achieve continued growth with quality.

Attend Faculty, Team and Programme meetings/boards as appropriate and proactively contribute to decision making.

Represent the faculty and University in business networks in order to inform best practice. This will involve developing trusting and collaborative relationships with external partners where applicable.

Attend relevant meetings, panels and boards to contribute to decision making and develop productive working relationships across teams.

Support a range of departmental activities such as recruitment and admissions, open days and other apprenticeship events and use these activities to gain a better understanding of student needs and expectations.

Engage in training programmes in the University (e.g. through Staff Development) which are consistent with your needs and aspirations and those of the department.

Engage fully with the annual Performance and Development Review (PDR) process.

Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Attend relevant meetings and panel e.g. Employer Advisory Boards to contribute to decision making and develop productive working relationships across teams.

Work collaboratively with colleagues across teams to develop high quality working practices.

Special Features

This post requires ability to travel, to be able to drive and/or use public transport.

Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Safeguarding and Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	High level of oral and written communication skills	E
		1.2	Ability to engage proactively with employers, apprentices, alumni, and academic colleagues, and to build relationships and establish networks with internal and external contacts.	E
		1.3	Ability to lead and self-manage projects	E
2	General & Specialist Knowledge	2.1	Knowledge of the national policy agenda and infrastructure relating to Degree Apprenticeships to work within established research programmes and write authoritatively in the area	E
3	Education & Training	3.1	A degree level qualification in a relevant area and evidence of continuous professional development.	E
		3.2	A post graduate degree	D
4	Relevant Experience	4.1	Demonstrable experience of systematically engaging with external/internal stakeholders for knowledge exchange or similar activity.	E
		4.2	Experience of and commitment to develop partnerships to further research and knowledge exchange in a competitive environment.	E
		4.3	Experience of working in Higher Education and Apprenticeships	E

		4.4	Experience of systematically developing and sustaining positive relationships with businesses (e.g., employers and apprentices) to maximise knowledge exchange opportunities.	
5	Special Requirements	5.1	Anything that is outside the areas above, and is required to undertake the role e.g. The ability to travel overseas.	D
Date of Revision		September 2018		