

## JOB DESCRIPTION



JOB INFORMATION			
<b>JOB TITLE</b>	Subcontracting Coordinator	<b>POSITION NUMBER</b>	
<b>SERVICE AREA</b>	Activate Apprenticeships	<b>LOCATION/CAMPUS</b>	Flexible but must be able to travel between sites if required
<b>GRADE</b>	8	<b>GRADE RANGE</b>	SP29
<b>HOURS</b>	0.8 FTE	<b>TYPE</b>	Contract to 31 <sup>st</sup> July 2021 and then to be reviewed
ACCOUNTABILITIES			
<b>RESPONSIBLE TO</b>	Director of Compliance and Data	<b>NO. OF EMPLOYEES</b>	0
<b>BUDGET (£)</b>	N/A	<b>ASSETS</b>	N/A
JOB PURPOSE			
<p>The Subcontracting Coordinator will be responsible for supporting this process whilst making sure subcontracting partners receive monthly funding payments, apprentices progress is monitored, and funding rule compliance is maintained.</p>			
QUALIFICATIONS AND EXPERIENCE	TECHNICAL KNOWLEDGE/SKILLS	BEHAVIOURIAL SKILLS	
<ul style="list-style-type: none"> <li>• Qualified to Level 3 (A level equivalent) <b>(D)</b></li> <li>• Good standard of verbal and written communication skills <b>(E)</b></li> <li>• Experience of and confidence in dealing with a variety of different stakeholders, e.g. learners, employers, and colleagues <b>(E)</b></li> <li>• Strong organisational skills and ability to prioritise <b>(E)</b></li> <li>• Accurate and attentive to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of apprenticeship funding rules <b>(E)</b></li> <li>• Good knowledge of funding reports and apprenticeship funding methodology <b>(E)</b></li> <li>• Good knowledge of REMS, Smart Assessor and DAS <b>(D)</b></li> <li>• An understanding of customer requirements and a need to meet and exceed requirements <b>(E)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Able to organise and plan work to achieve performance targets and deliver to strict deadlines by utilising business processes and resources. <b>(E)</b></li> <li>• Be able to manipulate data and present information clearly in Excel (pivot tables) <b>(E)</b></li> <li>• Able to offer proactive, informed and reliable professional advice and support <b>(E)</b></li> <li>• Able to work as part of a team and to develop and sustain good working relationships with internal and external customers <b>(E)</b></li> <li>• Take ownership of issues and resolve to a</li> </ul>	

<p><b>(E)</b></p> <ul style="list-style-type: none"> <li>• Experience of working with Apprenticeship Subcontractors <b>(E)</b></li> <li>• Experience of working in an FE Environment <b>(D)</b></li> <li>• Experience in use of and understanding Apprenticeship ILR reports <b>(E)</b></li> </ul>	<ul style="list-style-type: none"> <li>• E-literate and competent in Microsoft Office packages: e.g. Word, PowerPoint, Excel and also databases <b>(E)</b></li> </ul>	<p>satisfactory outcome <b>(E)</b></p> <ul style="list-style-type: none"> <li>• An ability to react to organisational change quickly and positively <b>(E)</b></li> </ul>
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*\* Please note: (E) is an essential criterion, and (D) is a desirable criterion*

### **MAIN DUTIES AND RESPONSIBILITIES**

- Use of monthly ILR reports to generate subcontractor payment remittances and associated data report within the specified deadlines in accordance with contracts
- Accurately track and maintain Subcontractor payments throughout year and reconcile with ILR reports making sure any funding adjustments are made if needed
- Lead on collecting due diligence information for potential new subcontractors
- Monitor compliance activity for each subcontractor and, with you line manager, ensure the contract owner is carrying out necessary actions
- Investigation and resolution of invoice queries
- Provide support with the coordination of all subcontract meetings to identify issues and client requirements, facilitate pricing discussions, and obtain senior management input on timelines and deliverables
- Continuously develop effective compliance and monitoring activity to ensure successful audit outcomes
- Identify, evaluate, and monitor the business risks faced by Activate Apprenticeships and partners, and take appropriate action to minimize those risks
- Regular checks and evidence of learner engagement
- Where any issues do occur, ensure that these are highlighted immediately to all appropriate internal and external stakeholders, and assist in steering to an effective resolution
- Ensure the review of contractual performance of both parties regularly to ensure compliance with terms and to identify conflicts or changes requiring resolution at contract renewal
- Provide financial information when required on sub-contracted provision, and ensure the data management of partnership provision is effective and robust
- Overseeing run down of CITB apprentices, obtaining evidence of achievement to generate completion payments
- Responsible for all learner updates on MIS system such as Completions and Withdrawals
- Responsible for obtaining required evidence for all Apprenticeship Framework claims on ACE

<b>GENERIC RESPONSIBILITIES</b>		
<ul style="list-style-type: none"> <li>• Implement and monitor continuous improvement through the Activate Apprenticeship quality assurance processes</li> <li>• Undertake any other duties commensurate with the level of the post as may be required</li> <li>• Carry out duties at all times in accordance with the Activate Apprenticeships equal opportunities, health and safety procedures</li> <li>• To provide the service in accordance with the Corporation's Vision, Strategic Plan and Service Improvement Plans</li> <li>• To work in the spirit of the employee / manager charter</li> <li>• To demonstrate and promote ethical behaviour appropriate to that which would be expected by our customers</li> <li>• To work in a flexible manner and to be willing to undertake other duties as reasonably requested</li> <li>• Undertake any other duties commensurate with the level of the post as may be required by the CEO</li> <li>• Carry out duties at all times in accordance with Activate Enterprises equal opportunities and health and safety procedures</li> <li>• Promote by consistent example internally and externally the philosophy, value and behaviour of Activate Apprenticeships mission</li> </ul>		
<b>Candidate Screening</b>	<b>Rehabilitation of offenders Act 1974 applies</b>	<b>Disclosure &amp; Barring Service Enhanced Clearance</b>

**This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Corporation need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.**

**Diversity Statement**

It is the Policy of Activate Learning to recognise and encourage the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the institution. The College will, therefore aim to provide an education service which, in its teaching, administration and support services actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation in both education and employment.

**Health & Safety Statement**

All employees have a responsibility to co-operate in promoting and maintaining a safe and healthy working environment, and to take reasonable care of their own health and safety at work and that of all other staff. Line managers have specific responsibility for the health and safety of their direct reports and other team members for which they have general management responsibility.

**Safeguarding Statement**

Activate Learning is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share this commitment.