



THE  
**TRAFFORD  
COLLEGE**  
GROUP

# **Job Description and Person Specification**

## **Apprenticeship Funding and Compliance Manager**

## Job Description and Person Specification – Apprenticeship Funding and Compliance Manager

<b>JOB TITLE:</b>	Apprenticeship Funding and Compliance Manager
<b>DEPARTMENT:</b>	MIS
<b>RESPONSIBLE TO:</b>	Assistant Principal for Planning Funding and Performance
<b>RESPONSIBLE FOR:</b>	Apprenticeship Funding and Compliance Co-ordinator
<b>GRADE/SALARY:</b>	TCG Business Support Scale 9

### OUR PURPOSE AND VISION

#### *'Unlocking Potential, Fostering Success'*

To be a leading provider of education and skills that supports community cohesion and drives local and regional productivity.

### Our Values

<b>Ambitious</b>	We set high expectations and standards for students, colleagues and our communities, striving for excellence in all that we do.
<b>Resilient</b>	We believe that every challenge is an opportunity to learn, develop and become stronger.
<b>Collaborative</b>	We work together, support one another, share ideas, and encourage success.
<b>Inclusive</b>	We value individual difference and creating an environment where everyone has the same opportunities
<b>Respectful</b>	We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.

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### **JOB PURPOSE:**

- To provide leadership of an excellent customer and data centric apprenticeship MIS service. To develop and implement robust, efficient and funding compliant processes to manage, track and report apprenticeship and funding performance data, providing key and operational performance information to the Group and external stakeholders. To lead on audit and compliance for the MIS department, overseeing a framework of compliance processes and leading on preparation and oversight of internal and external audit activity.

### **Key Accountabilities:**

- To manage the Group MIS team for apprenticeships and associated processes, ensuring Group strategic and improvement objectives are implemented and embedded.
- To oversee the curriculum planning process and course master file for the delivery of apprenticeship provision, and validation of plans against business planning objectives.
- To lead on internal and external funding assurance audits for all funding streams, testing compliance controls, reporting risks and developing continuous improvement plans.
- To work closely with the Head of MIS Systems and Business Intelligence and Head of Apprenticeships to design, develop and implement effective business systems, including the Group apprenticeship student records system, e-Portfolio solutions and CRM.
- To monitor and report Group apprenticeship performance data, trends and forecasts, working closely with the Head of Apprenticeships to support the quality and business review agendas.

### **Key Areas of Responsibility:**

- To manage, coach and develop the MIS team responsible for the data processing and compliance checking of apprenticeship records and key documentation.
- To ensure the Groups apprenticeship data systems are maintained with a focus on timely and accurate information, including employer records, apprenticeship ILR records, review and engagement data and outcome claim records.

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- To implement a programme of regular review of ILR errors, PDSAT and SCORE reports and ESFA data quality tools, ensuring that apprenticeship records are maintained and optimised for each return.
- To lead on internal and external compliance and audit activities across the MIS department, aligned to the annual business cycle.
- To manage relationships with ESFA and Apprenticeship Service in matters relating to apprenticeship delivery and funding.
- To appraise and advise the Group on matters relating to Apprenticeship funding guidance and compliance changes, as well as opportunities for business growth through new or updated funding opportunities.
- To provide training to Group colleagues in matters relating to Apprenticeship funding guidance updates, including compliance and process changes.
- To develop processes that deliver effective and efficient ways of working, whilst achieving a good balance between data and people centric solutions.
- To work closely with the Head of Apprenticeships and Head of MIS Systems and Business Intelligence to review the apprenticeship data management systems, structure and architecture, ensuring effective integration and efficient processes that deliver an excellent apprentice and employer experience.
- To work as part of the MIS Management Team to deliver an effective and efficient curriculum planning process for Apprenticeships, and oversee the maintenance of the Course Masterfile and Timetable for apprenticeship provision.
- To provide regular Apprenticeship performance reports and indicators of risk to Group managers and the Leadership Team.
- To work closely with the curriculum and business development leaders responsible for the delivery of apprenticeships to ensure they have access to, understand and use key operations, performance and risk identification reports.
- To liaise with Business Development, Curriculum and Quality Department colleagues to manage awarding body requirements, providing support for these activities as required.
- To contribute to the effective management of Data Protection compliance within the Department and across the Group, championing good practice and closely monitoring compliance with Group policies and procedures.

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### **➤ Physical/Financial Resources**

- To advise the Director in drawing up income and expenditure budgets for the Team.
- To be responsible for the approval of timesheets/training schedules ensuring the information is accurate, HR is notified and the correct payments to staff are made.
- To contribute to the delivery of income targets and ensure that the Department's activities maximise cost efficiency and income.
- Ensure the team meets health and safety requirements, undertakes appropriate health and safety risk assessments and reports any issues to the Health and Safety advisor as required.

### **➤ Management and Leadership of People**

- Promote the Group values through your personal leadership style and behaviours
- Carry out high quality appraisals ensuring appropriate objectives are set, training needs are identified, effective feedback is given and underperformance is addressed.
- Successfully recruit, induct and carry out probation processes so that new staff feel welcomed into the Group.
- To undertake/ensure that Human Resources processes and procedures are implemented including recruitment and selection, absence management, probation and induction ensuring the delivery of an efficient curriculum area which meets the needs of learners and employers.
- To ensure that effective communication takes place across the team, good practice is shared, problems are raised and solutions identified.
- Any other duties that your line manager may instruct you to carry out in line with the role.

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### **➤ General**

- To undertake risk assessments and comply with the college's risk management audit requirements.
- Be committed to personal professional/vocational development and participate in the college's appraisal process and training and development activities as required. Successfully recruit, induct and carry out probation processes so that new staff feel welcomed into the Group.
- To undertake such other duties that may be reasonably required by the Principal commensurate with grade.

### **Safeguarding Children and Vulnerable Adults:**

- The Group is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.
- We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the Group. This is in line with statutory guidance Keeping Children Safe in Education, we expect all staff and volunteers to promote the welfare of children and vulnerable adults within the Group and to share this commitment.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

### **Equality and Diversity:**

- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Group provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, nationality, ethnic origin or disability

### **Health and Safety:**

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- To promote health, safety and welfare throughout the Trafford College Group
- To undertake their duties and responsibilities in full accordance with Trafford College Group's Health and Safety Policy and Procedures

### **Review:**

- The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost and other duties may be gained without changing the general character of the duties of the level of responsibility entailed. Consequently, the Corporation will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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### PERSON SPECIFICATION – Apprenticeship Funding and Compliance Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	ASSESSED BY
<b>VALUES AND BEHAVIOURS</b>	<p><b>Be ambitious.</b> We set high expectations and standards for students, colleagues, and our communities, striving for excellence in all that we do.</p> <p><b>Be resilient.</b> We believe that every challenge is an opportunity to learn, develop and become stronger.</p> <p><b>Be collaborative.</b> Work together, support one another, share ideas, and encourage success.</p> <p><b>Be inclusive.</b> We value individual differences and creating an environment where everyone has the same opportunities</p> <p><b>Be respectful.</b> We allow ourselves and others to grow by treating each other with thoughtfulness and an open mind.</p>		<p>Application Form</p> <p>Interview</p>
<b>EDUCATION AND QUALIFICATIONS</b>	<p>An IT or related Degree</p> <p>Level 2 Literacy/English and Numeracy/Maths, or equivalent</p>		<p>Application Form</p>
<b>EXPERIENCE, KNOWLEDGE &amp; SKILLS</b>	<p>Substantial experience in leading a team, delivering high quality outcomes in continuous changing environment.</p> <p>Experience of undertaking the role of “Super User” for system such as CRM, ePortfolio platforms and external Portals</p> <p>Have experience of Implementation and use of CRM Systems</p> <p>Knowledge of Database and Windows applications</p>	<p>An awareness of current regional and national developments in workforce delivery.</p>	<p>Application Form</p>



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	<p>Have experience of adhering to compliance requirements within an education establishment</p> <p>Possess extensive experience of data inputting and using a student records system</p> <p>Ability to build networks and relationships and understand stakeholder perspectives for the benefit of the organisation</p> <p>Experience of monitoring budgets</p> <p>Knowledge of work based learning programmes / funding, including Apprenticeships study programmes</p> <p>Knowledge of DAS accounts</p> <p>Adopt a positive and enthusiastic approach to work, with a customer-focused attitude</p> <p>Be committed to equal opportunities, customer care and quality improvement</p> <p>Possess a driving licence and have access to own transport with the ability and willingness to travel to venues as required</p> <p>A flexible working attitude towards duties and responsibilities</p> <p>Ability to build networks and relationships and understand stakeholder perspectives for the benefit of the organisation</p> <p>Possess excellent organisational skills and ability to prioritise workloads and manage resources</p> <p>Sets and monitors target and is able to schedule and prioritise work to meets target</p>		
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	<p>Be able to work effectively under pressure to deadlines</p> <p>A commitment to safeguarding and the promotion of the welfare of children and adults at risk</p> <p>Possess excellent oral and written communication skills</p> <p>Possess the ability to work on own initiative as well as a motivated and committed team player</p> <p>Evidence of continued professional development relevant to the post</p>		
<b>PERSONAL CIRCUMSTANCES</b>	Able to travel between Group locations		Interview
<b>EQUALITY, DIVERSITY AND INCLUSION</b>	Candidates must demonstrate understanding of and acceptance and commitment to the principles of human rights and equality and how they underpin practice.		Interview
<b>SAFEGUARDING</b>	Commitment to safeguarding and promoting the welfare of children and vulnerable adults		Interview