



**Faculty of Technology**

**Technology Office**

**Lead Academic Degree Apprenticeships and Employer Engagement**

**(5 year fixed term contract)**

**ZZ003241**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £48,327 - £55,998 per annum. Salary is paid into a bank or building society monthly in arrears.

Annual leave entitlement is 35 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

There is a probationary period of one year during which new staff will be expected to demonstrate their suitability for the post. Most academic staff new to Portsmouth will be expected either:

* to have already Descriptor 2 of the UK Professional Standards for Teaching and Supporting Learning in Higher Education and thus be Fellows of the HE Academy, or
* to achieve Descriptor 2 within their probationary year.

The UK Professional Standards are a set of standards for the HE sector and can be found at [www.heacademy.ac.uk/ukpsf](http://www.heacademy.ac.uk/ukpsf). The standards were updated in 2011. Successful achievement of one of the descriptors within the Standards Framework brings with it membership of the HEA at a level commensurate with the descriptor achieved (see table below)

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| --- | --- | --- |
| Descriptor | HEA Fellowship Category | Target Group |
| D1 | Associate Fellow | Staff who support learning  Academic staff with limited teaching portfolios |
| D2 | Fellow | Early career teaching staff  Experienced academic staff with substantive teaching and learning responsibilities |
| D3 | Senior Fellow | Experienced academic staff who can demonstrate impact & influence through academic leadership &/or mentoring |
| D4 | Principal Fellow | Senior academic staff responsible for institutional leadership |

A discussion will take place at the formal selection interview about which Descriptor an individual should achieve within their probationary year. Therefore, it is important that applicants provide full information on the application form where they are in possession of a qualification in learning and teaching in HE and/or where they are already a Fellow of the Higher Education Academy.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The appointee will be eligible to join the Teachers' Pension Scheme. The scheme's provisions include a final salary based index-linked pension and a lump sum on retirement together with dependants’ benefits.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Lead Academic Degree Apprenticeships and Employer Engagement |
| **Grade:** | 9 |
| **Faculty/Centre:** | Technology |
| **Department/Service:**  **Location:** | Faculty |
| **Position Reference No:** | ZZ003241 |
| **Cost Centre:** | 41000 |
| **Responsible to:** | Associate Dean Academic /Associate Dean Students |
| **Responsible for:** | n/a |
| **Effective date of job description:** | July 2017 |

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| --- | --- |
| **Context of Job:** | |
| |  | | --- | | We seek an academic role Grade 9 as the Lead Academic for Degree Apprenticeships. The post will be responsible for developing and managing degree apprenticeships, Framework for Higher Education levels 4-6 (with potential future developments at 7 and 8), across the Schools/Departments in the Faculty. The post will also complement and work closely with the existing placements office staff to offer a coordinated approach to industrial liaison.  The post-holder will manage a co-ordinated approach and swift response to industry, in order to oversee and develop academic content in response to the needs of apprenticeship education and increasingly other forms of skills related work-centred learning, across the Faculty’s schools. The post-holder will articulate degree apprenticeship education with the Faculty’s provision for Learning at Work as appropriate. The post-holder will liaise with other Faculties who may be engaged in degree apprenticeships or similar models of vocationally centred delivery, together with collaborations with FE and other vocational providers. The post-holder will report to the Associate Dean Academic and Associate Dean Students for strategic overview. | |  | | |
| **Purpose of Job:** |
| The Academic Lead for Degree Apprenticeships will be responsible for the ongoing operational development and delivery of the University’s apprenticeship offer within the Faculty of Technology with a particular focus on degree apprenticeships and their development across the faculty.  **Key aspects of the role include:**  Responsibility for the operational development and growth of apprenticeship education working closely with Faculty colleagues, as well as FE partners as appropriate and industry partners/employers.  Responsibility with the relevant Associate Dean for the development of strategic relationships with key funding and government stakeholders, FE Colleges and training providers, in relation to apprenticeship provision.  Responsibility, with the relevant Associate Deans, for contributing to the development of strategic relationships with employers, Faculty and the University for the enhancement of work related provision, its take up by students, promulgation of its benefits for all stakeholders and the relationships between this and knowledge transfer  Engagement with industry, professional and government bodies to understand the future skills and development needs related to degree apprenticeships and raise the profile of the University’s activities in order to achieve credibility in this field.  Responsibility for a number of clients, and their apprenticeship learners, ensuring excellent client and learner relationships are achieved and sustained.  With support from administrative colleagues, and appropriate academic staff, to be responsible for the overall co-ordination and management information of academic programmes for degree apprenticeships, ensuring that they meet client and learner needs whilst adhering to relevant academic quality, professional body and government standards as required. |
| **Key Responsibilities: to:** | |
| * engage employers as the academic lead to increase the work of the Faculty in delivering   degree apprenticeships together with other forms of employer related activities, including guest speakers, mentoring, shorter work experiences and internships for learners on programmes in the Faculty;   * develop a culture of continuous improvement for degree apprenticeships and ensure that learner success rates and experiences are of the highest possible standard; * lead the planning, development, delivery and monitoring of apprenticeship programmes; the day to day operation of those programmes with the relevant teaching staff and Heads of Department, ensuring that the curriculum is delivered efficiently and effectively; * working with industry and Faculty staff to identify new business and knowledge service opportunities for placements and the degree apprenticeships portfolio * provide academic leadership for employer engagement, with respect to degree apprenticeships in order to ensure effective and efficient deployment of resources and take up of opportunities and to continue to develop effective monitoring of Faculty targets for students’ engagement and their outcomes * lead with the Associate Deans on the development/alignment of a degree apprenticeships for the Faculty with the agreed education, knowledge transfer and innovation and curriculum strategies for the Faculty * working with the Faculty Associate Deans to develop ongoing relationships with key funding and government agencies to raise the Faculty’s and University’s profile in these areas * develop and grow operational relationships with key FE Colleges/training providers and with the Faculty’s Learning at Work to improve pipe-line opportunities and enhance potential capacity for apprenticeship education * maintain and develop close working relationships with employer clients, the external market for knowledge service, Government and funding agencies linked to apprenticeships, associated professional bodies and Faculty and other University colleagues as appropriate to growing the degree apprenticeships portfolio. * attend (representing the Faculty/University where appropriate) relevant internal and external committees and meetings, as agreed * develop in conjunction with Faculty and where appropriate other colleagues in the University , client proposals for the delivery of degree apprenticeships programmes where required, ensuring full liaison with the academic staff involved in delivery * working collaboratively with University colleagues, support the development of research in these fields, including the generation of new thinking; the production of publishable academic papers; conference presentations; and the dissemination of best practice within the University, the UK and internationally with regard to apprenticeships in higher education * provide developed ‘on the job’ knowledge for the Faculty/University on degree apprenticeships * in consultation with relevant Associate Dean, plan and undertake continuing professional development and remain up-to-date with areas related to degree apprenticeships * ensure compliance with quality and standards, including annual monitoring, periodic quality audits and data requirements for the degree apprenticeships * support marketing activities of the University for the recruitment of new clients and learners and the production of case studies and evaluation summaries for marketing purpose * undertake other duties as appropriate to the grade of post. | |

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| **Working Relationships:** |
| Associate Dean Academic/Associate Dean Students  Faculty HOS/HODs  Innovation Manager  Student Placement and Employability Manager  Relevant Faculty Professional Staff  Relevant Course Leaders/Academic Colleagues  External Stakeholders |

1. **PERSON SPECIFICATION**

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| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
| 1.1 | Experience of working with a team of academics dedicated to the practice of work-related or work-based learning and its ongoing professionalization and development | E | AF/S |
| 1.2 | Experience of monitoring against agreed targets in a supportive environment | E | AF/S |
| 1.3 | Experience of working with a range of employers and helping to develop creative learning solutions that are also viable for business clients | E | AF/S |
| 1.4 | Knowledge of the growing fields of apprenticeship and placement education in their recent developments and their significance for universities | E | AF/S |
| 1.5 | Experience of working across disciplines, subject areas and departmental cultures, being open to understanding specific needs and also seeing connections and synergies | D | AF/S |
| 1.6 | Experience of writing proposals and reports for a range of stakeholders | E | AF/S |
| 1.7 | Knowledge of recent developments in learning and teaching and their relationship to overall learning goals and purposes in the University sector | E | AF/S |
| **2.** | **Skills & Abilities** |  |  |
| 2.1 | Proven ability to teach and facilitate learning at the appropriate level | E | AF/S |
| 2.2 | Ability to support employer engagement by effective networking and by relating to a range of stakeholder needs and requirements | E | AF/S |
| 2.3 | Excellent communication and interpersonal skills | E | AF/S |
| 2.4 | Skills appropriate to academic programmes and client management (e.g. organizational skills; planning, resource management; project management; quality enhancement) | E | AF/S |
| 2.5 | Skills appropriate to the engagement with, research into, and dissemination of new knowledge and learned experience in these areas | E | AF/S |
| **3.** | **Qualifications, Education & Training** |  |  |
| 3.1 | First degree | E | AF |
| 3.2 | HE Teaching Qualification (e.g. HEA Fellowship) or willingness to obtain | E | AF/S |
| 3.3 | Postgraduate Qualification or willingness to obtain/demonstrably equivalent experience | E | AF/S |
|  | Industry/other relevant professional experience | D | AF/S |
| **4.** | **Other Requirements** |  |  |
| 4.1 | Excellent team-worker able to demonstrate inspiration to others and take on leadership | E | AF/S |
| 4.4 | Ability to manage workflow effectively | E | AF/S |
| 4.5 | Proven ability to liaise effectively internally and externally across a range of positions and stakeholders | E | AF/S |
| 4.6 | Ability to work independently and flexibly | E | AF/S |
| 4.7 | Willingness to undertake regular travel within the region and occasionally elsewhere in the UK and overseas | E | AF/S |
| 4.8 | Willingness to positively engage in new intellectual and organizational challenges. | E | AF/S |
| 4.9 | Willingness to disseminate knowledge and experience in appropriate formats and fora and contribute to the ongoing development of these areas of education to higher levels | E | AF/S |

**Legend Rating** of attribute: E = essential; D = desirableSource of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment (including lone working) | x | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business to visit employers etc.  x | | 23. Workplace stressors (e.g. workload, relationships, job role etc)  x | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | JENNY WALDEN |
| **Date** | 18/07/207 |
| **Extension number** | Faculty of Technology Office 2346 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.