

**Faculty of Technology**

**Learning at Work**

**Contracts Officer**

**ZZ004020**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £26,052 - £28,452 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Leave entitlement is 32 working days per annum. 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.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

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**

|  |  |
| --- | --- |
| **Job Title:** | Contracts Officer |
| **Grade:** | 5 |
| **Faculty/Centre:** | Technology  Learning at Work |
| **Department/Service:**  **Location:** | Degree Apprenticeships  Purple Door |
| **Position Reference No:** | ZZ004020 |
| **Cost Centre:** | 41570 |
| **Responsible to:** | Business Development Manager |
| **Responsible for:** | n/a |
| **Effective date of job description:** | May 2017 |

|  |
| --- |
| **Purpose of Job:** |
| The Contracts Officer role will ensure effective management of all dealings with the Education and Skills Funding Agency (ESFA). Communication with the ESFA on all issues relating to apprenticeship funding, funding bids, apprentices enrolled, access to ESFA websites, such as, Bravo (FASST), IDAMS, The Hub, Learning Aims Database and any other required websites. This will include close liaison with the Finance Department/Human Resources and with Faculties/Departments. |

|  |
| --- |
| **Key Responsibilities:** |
| 1. To ensure clear and concise communication with the Education and Skills Funding Agency (ESFA) 2. To be the main points of contact for the ESFA for the university 3. To take the lead on funding bids for non-levy paying employers 4. To ensure we are registered and compliant with the ‘Register of Apprenticeship Training Providers (RoATP) 5. To use the ‘Recruit an Apprentice’ website for advertising apprenticeship vacancies 6. To ensure degree apprenticeships are added to Learning Aims Database System (LARS). 7. To ensure compliance with ESFA funding rules and this is clearly communicated to all faculties delivering apprenticeships 8. To work with other departments as and when required to assist in Individual Learner Record (ILR) returns to ESFA and invoicing to employers for co funding apprentices. 9. To regularly access all required ESFA website/portals to check for latest communication 10. Ensure funding allocation from the ESFA is distributed across the faculties 11. Liaise with solicitors to ensure agreements signed with employers and apprentices abide by ESFA rules 12. To assist and liaise with Faculty staff and Finance in the smooth, effective and timely operation of the University’s contract processes. 13. To be a point of contact for contractual issues related to degree apprenticeships 14. To ensure that key project management obligations (peculiar to specific contracts) have been highlighted to the relevant project personnel 15. To seek appropriate guidance from colleagues as regards financial, insurance and intellectual property aspects of contracts. 16. To develop and maintain good-working relationships with academic staff at all levels in order to optimise support and transfer of knowledge. 17. To maintain awareness of relevant legislation, Government initiatives and regional HE/Industry interactions, commensurate with the responsibilities of the job 18. To comply with the University's Health and Safety Policy and pay due care to own safety and the safety of others. 19. To support the University's commitment to equality, diversity, respect and dignity, creating an environment in which individuals will be treated on the basis of their merits, abilities and potential, regardless of gender, racial or national origin, disability, religion or belief, sexual orientation, age or family circumstances. 20. Any other appropriate duties as required by the Head of Learning at Work. |

|  |
| --- |
| **Working Relationships:** |
| Internal:  Academic and research staff  Head of Learning at Work  Business Development Manager  Finance colleagues (Finance, Faculties and Departments)  Academic Registry  External:  External collaborative partners and funders, including Education and Skills Funding Agency  Professional networks |

1. **PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | An understanding of Skills Funding Agency rules and funding | E | AF, S |
|  | Experience of working on funding issues, apprenticeships and associated paperwork | E | AF, S |
|  | Appreciation of academic culture and an understanding of issues currently facing the UK Higher Education (HE) sector. | D | AF, S |
|  | Experience of dealing with Skills Funding Agency on a daily basis | E | AF, S, |
|  | Relevant experience in the Apprenticeship Sector or Higher Education sector. | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Ability to communicate and negotiate effectively with staff within the university and externally; | E | AF, S |
|  | Excellent interpersonal skills; | E | AF, S |
|  | Well-developed analytical capabilities and ability to interpret complex information; | E | AF, S |
|  | Excellent organisational skills; | E | AF, S |
|  | Able to express complex ideas with clarity and with a clear, concise writing style; | E | AF, S |
|  | Initiative to work and make decisions within guidelines; | E | AF, S |
|  | Computer literate in word processing, use of databases, and the Internet. | E | AF, S |
| **3.** | **Education &/or Training** |  |  |
|  | A good honours degree or equivalent. | D | AF, S |
|  | A level or equivalent qualification | D | AF,S |
|  | Formal training in contract drafting and negotiation | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Ability and enthusiasm to learn new skills. | E | AF, S |
|  | Customer-focussed. | E | AF, S |
|  | A self-starter who works well in fast paced and busy environment. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable;

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  | 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 (mini-bus, van, bus, forklift truck etc)  X | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

|  |  |
| --- | --- |
| **Name (block capitals)** | ALISON ELLIOTT |
| **Signed** | A Elliott signature.JPG |
| **Date** | 16/5/17 |
| **Extension number** | 2439 |

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.