



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Apprenticeships L&D Advisor

Grade: K - £37,071.00 - £41,103

Reports to: Employer Engagement/DAS Team Leader

Responsible for: Directorate Training Needs Analysis and recruitment into Apprenticeship Programmes

Directorate and Service area: Customer and Governance

Purpose of the job (why the job exists)

To provide excellent customer service with focus on strategic use of Apprenticeships to develop “Grow our own”, succession planning, self-development, talent management within designated Directorates you will be supporting. To drive up use of Apprenticeships as a means to staff development.

To manage stakeholders to ensure collaborative working, clear communications and partnership working with HR colleagues, change managers, Assistant Directors and other learning and development colleagues.

To conduct Training Needs Analysis, maintaining records of needs, ensuring completion of actions plans and monitoring return on investment as a result of actions completed.

Principal responsibilities

1. Undertake Organisational Needs Analysis and design / develop training plans to meet allocated Directorate training needs utilising Apprenticeships wherever possible but advising on development needs to wider colleagues within learning and development where Apprenticeship training is either not appropriate or no suitable apprenticeship can be sourced. Maintain accurate records of Directorate training needs.
2. Contribute to the development of nominated Directorate succession planning strategy and process. Work closely with the relevant strategic HR Business Partner, Associate Directors to identify our most talented staff and ways to support succession planning.

3. Host quarterly meetings with nominated Associate Directors, HR Strategic Business Partners, Change/Transformation Managers to review needs and progress made, reporting on outcomes and return on investment while ensuring that learning is transferred into the workplace.
4. Work with the Apprenticeships and Qualifications Manager to develop and deploy Apprenticeship Career Pathways to enable self-development utilising approved apprenticeship routes.
5. Remain employer facing for 95% of time to support Apprenticeship Learners, line managers and mentors to Apprentices to ensure they experience a high quality, positive and responsive learning experience, responding to issues and support enrolment processes when required.
6. Support the development of a quality led Apprenticeship provision, liaising with the internal apprenticeship delivery team to pass on learning referrals, liaising with the procurement department to ensure accurate development of tendering specifications and the quality and compliance team to support contract monitoring of external providers by providing informative feedback from learners and line managers regarding programme provision. Not forgetting liaison with the apprenticeship digital account administrator to ensure accurate records are maintained of learners for those in in-learning, paused, withdrawing or completed their Apprenticeship training.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Level 5 Learning and Development Consultant Business Partner or similar qualification	
Experience and Knowledge	<p>Undertake Organisational Needs Analysis and design / develop training plans to meet employer's needs</p> <p>Experience in completing IAG discussions with learners prior to enrolment</p> <p>Excellent understanding of Apprenticeship funding criteria</p> <p>Strong communication skills with the ability to effectively liaise with a range of stakeholder relationships, both internally and externally</p> <p>Ability to present to multiple audiences</p> <p>Deliver high levels of customer service that leads to employer and learner engagement</p> <p>Understanding of apprenticeship programmes & delivery of training</p>	
Ability and Skills	<p>Excellent communication skills – presentation, written and verbal.</p> <p>Time management and organisational skills.</p> <p>Ability to demonstrate a positive attitude at all times.</p> <p>Proficient with Microsoft 365- Word, Excel, Powerpoint, Microsoft Teams</p>	

Attributes	Essential criteria	Desirable criteria
	<p>A detailed knowledge and understanding of Apprenticeship Programmes</p> <p>An understanding of ESFA Funding Rules •</p>	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors	Access to own transport with clean driving licence to allow transport between multiple sites.	