

## **Manager, Craft Apprenticeship (Permanent)**

**Title:** Manager, Craft Apprenticeship

**Grade:** 6

**Reporting to:** Director of Apprenticeship

**Ref:** 346

### **Role Summary:**

The apprenticeship team has responsibility for 62 apprenticeship programmes at present. The manager of craft apprenticeship, in consultation with the Director, provides ongoing operational oversight to the team responsible for the 25 craft apprenticeship programmes. S/he oversees efficient and effective achievement of relevant key deliverables in the business plan and is responsible for the effective development and management of all apprenticeship business processes in the day-to-day operations of SOLAS as coordinating provider for these programmes. The Manager reports to the Director of Apprenticeship and manages the craft apprenticeship team.

### **Key Tasks/Responsibilities:**

- To manage all operational aspects of the 25 craft apprenticeship programmes including but not limited to day-to-day management of scheduling, certification, assessment, monitoring and programmatic reviews.
- To build and maintain constructive relationships with internal and external stakeholders and to represent SOLAS at various apprenticeship related meetings and committees
- Working with the Director, to oversee the migration of craft apprenticeship programmes to new co-ordinating providers as per the actions of the Action Plan for Apprenticeship 2021-2024
- To manage the Apprenticeship Incentivisation Scheme
- To complete, assist with and oversee all relevant strategic communications and policy deliverables required, such as briefing documents, strategic reporting, statistical analysis and draft responses for PQs or media enquiries.
- To ensure the team has effective policies, procedures and systems in place for all relevant areas within craft apprenticeships as necessary. This includes establishing relevant information management systems, implementing and co-ordination of all internal and external reporting requirements and ensuring effective monitoring and quality controls are in place for all relevant activities, including financial requirements and budgets.
- To effectively manage, organise and oversee staff resources of the team as required, including using initiative and a collaborative approach to proactively plan and implement actions, in consultation with the Director to support staff to deliver on agreed objectives.
- Ensuring processes are in place to measure and record risk, records management, GDPR, and to compile and provide data in weekly, monthly or quarterly reports with detailed analysis as needed.
- To support a positive working environment and the health, safety and wellbeing of

colleagues.

- Ensure staff performance and development reviews are implemented
- To complete other duties appropriate to this post that may be assigned from time to time.

### **Requirements:**

#### ***Essential:***

- Experience in the management of educational programmes in a busy and complex operational environment is essential for this role
- Experience in leading a large team and managing multiple competing deadlines to accomplish a range of goals effectively and successfully is essential for this role
- Excellent written, verbal, communication and presentation skills
- Strong ability in data modelling and presenting information in a clear concise manner
- Excellent project management skills
- Ability to complete tasks, provide analysis for decision making, as well as effectively and meaningfully engage with a range of senior and diverse stakeholders in a complex, fast paced and high profile area of work.
- Ability to interact and network with a diverse range of stakeholders and represent your organisation
- Capable of actively gathering views, opinions and ideas from within the team, the wider organisation and the external environment to positively impact on service delivery
- Ability to draft plans, reports and documents to a very high standard
- Experience of budgeting, planning and staff supervision
- Experience of Microsoft Suite, (Word, Access, Excel and PowerPoint)

#### ***Desirable:***

- Good knowledge of all SOLAS operations or ability to source such knowledge quickly
- Education qualifications relevant to this post