JOB DESCRIPTION

Job Title: Degree Apprenticeships Officer
Department: Quality Enhancement Directorate
Location: Llandaff Campus
Grade: 7AB
Salary: £40,322 – £45,361 per annum
Tenure: Permanent
Hours: 37 hours per week

This is a key post that will contribute to the ambitions of the University’s Strategic Plan 2017/18 – 2022/23

This job description is indicative, not prescriptive, and the balance of duties will be in accordance with the contract of employment.

Role Summary:

To lead, develop and coordinate all aspects of degree/higher apprenticeships, the postholder occupies a key role in Cardiff Met’s mission to support industry and commerce through a wide variety of work-based opportunities. The postholder will develop and maintain relationships with key stakeholders, including industry leads, education institutions and partners, representative/professional bodies and Welsh Government, and provide support and advice across the University.

Principal Duties and Responsibilities:

1. Institutional lead on the development and implementation of Degree and Higher Apprenticeships, working with School Deans and Welsh Government to align Cardiff Met provision with market opportunities.

2. Direct and oversee the effective delivery of the HEFCW HE/FE project outcomes contributing to Cardiff Open Colleges strategy.
3. Lead discussions with industry and develop proposals leading to the creation of HE/FE clusters in the Cardiff Capital City Region.

4. Provide strategic advice on the development of national and regional work-based education initiatives and funding opportunities.

5. Chairing regular meetings with schools, academics and other internal departments to develop wider participation in work-based programmes and initiatives, in particular, the Associate Deans Partnerships.

6. Regularly attend and present at external networking events representing the University where appropriate.

7. Give formal presentations to Senior Management Teams of businesses and other external organisations.

8. Reporting of external returns to demonstrate the probity of degree apprenticeship provision in an accurate and timely manner

9. Produce regular reports on the delivery of the service including the operational and financial performance, together with identification of opportunities for improvement

10. Prepare return information for HEFCW.

11. Contribute to the development of strategy in relevant areas across Cardiff Met.

12. Other such duties as may be reasonably assigned.

Additional Information:

**Standard Notification**

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore, changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.
# PERSON SPECIFICATION

**Post:** Degree Apprenticeships Officer  
**Unit/School:** Quality Enhancement Directorate  

### FACTORS

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#### Education & Qualifications (Essential)
- Degree or relevant experience

#### Education & Qualifications (Desirable)
- Programme validation experience

#### Knowledge (Essential)
- Knowledge and experience of engaging with industry for the delivery of courses and work-based learning opportunities
- Knowledge of the operation and delivery of degree apprenticeships/apprenticeships
- Knowledge of accreditation routes and higher education quality assurance standards

#### Knowledge (Desirable)

#### Skills & Abilities (Essential)
- Ability to give advice and guidance to companies and their employees
- Business development skills
- Proven organisational and administrative skills
- Excellent interpersonal skills
- Excellent communication skills

#### Skills & Abilities (Desirable)
- Experience of managing projects and associated budgets

*Key
A – Application Form  
I – Interview  
T/P – Test/Presentation*
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<td>Experience Paid/Unpaid (Essential)</td>
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<td>Experience of working with Higher Education to establish work-based learning initiatives</td>
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