

# Apprenticeship Advisor

## Grade 09

### **Our Vision**

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone can prosper, be healthy and happy.

### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

**Ambitious** – We are ambitious for our communities and citizens  
**Courageous** We recognise our challenges and are prepared to make courageous decisions

**Empowering** – We empower and support our people by giving them the opportunity to do their jobs well.

### **About the Service**

People Services are responsible for the delivery of a range of People related activities including Organisational Development, Learning and Development, Employee Relations, Policy development, Reward, Talent and Resourcing, Change Management and Health, Safety and Wellbeing. People Services are also responsible for the development and delivery of the People Strategy, focusing on the four main pillars; Keeping and attracting talented People; Promoting a positive working environment Developing skills for now and the future, and Developing leaders for now and the future. All that we do focuses

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on how we will develop the right culture, support and skills to keep making a difference for Staffordshire's communities.

### **Reporting Relationships**

**Responsible to: Senior Apprenticeship Advisor**

**Responsible for: N/A**

### **About the Role**

This role will play a pivotal role in managing and supporting our individual apprenticeship programs, ensuring alignment with the councils goals and industry standards, using a thorough understanding of apprenticeship frameworks. The role will foster relationships with both apprentices stakeholders and partners ensuring that both apprentices and mentors receive the support they need to thrive.

### **Key Accountabilities:**

- Develop, implement, and manage individual apprenticeship programs, ensuring all apprenticeship initiatives are aligned with business objectives and regulatory requirements.
- Facilitate the recruitment process for apprentices, including advertising vacancies, screening candidates, and conducting interviews. Oversee the onboarding process to ensure a smooth transition for new apprentices.
- As the primary contact, provide ongoing support, feedback, coaching and guidance to apprentices throughout their training. Address issues or concerns and ensure apprentices receive the necessary resources to succeed.
- Monitor the progress of apprentices and provide timely feedback and support.
- Collaborate with internal and external stakeholders, including training providers, colleges, and industry bodies, to enhance the apprenticeship experience and ensure program effectiveness.
- Ensure all apprenticeship schemes comply with relevant legislation, regulations and policies by reviewing agreements and compliance with the standards.
- Maintain accurate records and prepare regular reports on program performance and apprentice progress using the Digital Apprentice Service System.

- Contribute to the continuous improvement by identifying opportunities for enhancing apprenticeship programs. Implement best practices and innovative approaches to improve the quality and outcomes of apprenticeship training.
- Represent the Council at industry events, networking opportunities, and apprenticeship forums.
- Be an ambassador and advocate who champions the growth and success of apprenticeship initiatives within the council.

### **Other Information**

The post is designated as a casual car user.

The post holder will need to meet the travel requirements of the role locally and regionally.

### **Service Accountabilities:**

- Coach and influence key stakeholders across the organisation to build trust, cohesion and to consider the ethical impact of their decisions in the short, medium, and long term.
- Role model and promote ethical leadership, professional principles, and values across the service and wider organisation.
- Visibly role model your own professional development and promote a learning culture. Ensure continuing, personal, and professional development, taking ownership and accountability for staying up-to-date and professionally registered with the CIPD.
- Champion the People Service and Strategy, driving discipline to support the People Services Operating Model including feedback and continuous improvement.
- Develop strong and effective working relationships with colleagues from across People services, sharing knowledge and information to ensure the delivery of an excellent service to our customers.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**


Commitment to safeguarding and promoting the welfare of vulnerable groups. The content of this Job Description and Person Specification will be reviewed on a regular basis.


## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident Scheme*	Criteria	Measured by
	<b>Qualifications</b> <ul style="list-style-type: none"> <li>Educated to Degree or equivalent qualification/ experience in learning and development / human resources</li> <li>Working towards or willing to work towards the CIPD qualification*</li> </ul> <p>*CIPD Profession Map: This position is working at a Foundation level of the CIPD Profession Map which will be used to develop the post holder and assess performance</p>	A  A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>Proven experience in apprenticeship program management, learning development or a related role.</li> <li>Experience working with training providers and industry partners.</li> <li>Detailed understanding of apprenticeship frameworks, standards, and the regulatory environment in the UK.</li> <li>Experience in using IT and digital</li> <li>Experience in building relationships and motivating others</li> <li>Experience of planning the delivery of services and delivering bespoke recruitment solutions to employers.</li> <li>Experience and working knowledge of recruitment processes and policies.</li> </ul>	A/I A/I A/I A/I A/I A/I A/I

	<ul style="list-style-type: none"> <li>Committed to developing talent and fostering a culture of continuous learning.</li> <li>Commitment to continuous improvement and professional development.</li> </ul>	A/I
	<b>Skills</b> <ul style="list-style-type: none"> <li>Effective verbal and written communication skills with the ability to influence and persuade</li> <li>Numerical Skills</li> <li>Interpersonal skills - Ability to effectively liaise with apprentices, stakeholders, and senior management.</li> <li>Effective organisational Skills</li> <li>Project management skills with the ability to multitask and manage multiple projects simultaneously.</li> <li>Effective problem-solving skills with the ability to address challenges and find workable solutions.</li> <li>Effective IT &amp; digital skills.</li> </ul>	A/I A/I A/I A/I A/I A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the  
Talent & Resourcing Team 01785 278300