

Senior Apprenticeship Advisor

Grade 10

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: Talent and Resourcing Manager

Responsible for: Advisor & Administrator

About the Role

This role will be responsible for the development, implementation and management of our apprenticeship programs, ensuring that both apprentices and mentors receive the support they need to thrive. As the ambassador for apprenticeships, the role will build and maintain effective working relationships with key stakeholders to drive the growth and success of apprenticeship initiatives within Staffordshire County Council, embracing and fostering talent.

Key Accountabilities:

- Responsible for the development, implementation, and management of the SCC apprenticeship program ensuring that all apprenticeship programs align with the Council's strategic goals.
- Design, develop and implement comprehensive apprenticeship programs. Liaise with external training providers, industry bodies, and other stakeholders to enhance the quality of apprenticeship programs, ensuring compliance with apprenticeship standards, regulations and industry standards.
- Effectively manage and utilise the national financial levy provision within clear timeframes.
- Lead and manage a team, provide guidance, support, and professional development opportunities for team members. Fostering a collaborative and inclusive team environment.
- Collaborate with the wider Talent & Resourcing team to attract and select high-potential candidates for apprenticeship roles, ensuring a fair and rigorous selection process that promotes diversity and inclusion.

- Develop relationships with educational institutions, career advisors, and external recruitment agencies to source talent and to identify apprenticeship opportunities and requirements.
- Oversee and provide ongoing support and mentorship to apprentices to ensure successful completion of the apprenticeship. Including the development of individual development plans and facilitation of additional training as needed.
- Work closely with senior management, department heads, and external partners actively influence and advise to ensure the successful delivery of the overall apprenticeship program.
- Undertake quality assurance of the provision and performance of programs.–Monitor, evaluate and report on the performance and outcomes of apprenticeship programs.
- Analyse data and feedback to identify areas for improvement and implement necessary changes.
- Prepare regular reports for senior management, on the status and impact of apprenticeship initiatives, highlighting successes, challenges, and areas for development.
- Represent the Council at industry events, networking opportunities, and apprenticeship forums.
- Deputise for the Talent and Resourcing Manager to ensure the wider Talent and Resourcing Team provide a proactive professional service to stakeholders and customers.

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

GP 07.02.2025 FINAL

70000887/G10/CAS

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
	Qualifications <ul style="list-style-type: none"> Educated to degree level or equivalent experience Working towards or willing to work towards the CIPD qualification* <p>*CIPD Profession Map: This position is working at an Associate Member level of the CIPD Profession Map which will be used to develop the post holder and assess performance</p>	A A/I
	Knowledge and Experience <ul style="list-style-type: none"> Substantial experience in managing and adapting apprenticeship or training programs. Detailed understanding of and applying UK apprenticeship standards and regulations. 	A/I A/I A/I

GP 07.02.2025 FINAL

70000887/G10/CAS

	<ul style="list-style-type: none"> • Experience in successfully implementing organisation objectives and national requirements • Experience in working collaboratively and building relationships with a diverse range of stakeholders. • Proficiency in Microsoft Office Suite and HR software. • Thorough knowledge of industry-specific training and development needs. • Experience in utilising resources effectively (e.g finance / contractors) • Experience of managing and/or coaching of others to achieve their objectives • Committed to developing talent and fostering a culture of continuous learning. • Commitment to continuous improvement and professional development. • Ability to thrive in a fast-paced and dynamic work environment 	A/I A/I A/I A/I A/I A/I A/I A/I
	Skills <ul style="list-style-type: none"> • Interpersonal Skills - empathetic and supportive • Effective organisational skills • Project management skills • Attention to detail • Effective data and analytic skills • Effective communication skills with the ability to negotiate and influence • Effective IT and digital skills • Effective problem-solving skills with the ability to address challenges and find workable solutions • Proactive and solution-oriented mindset. 	A/I A/I A/I 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