

Job Title:	Apprenticeship Business Partner
Reports to (job title):	Head of Apprenticeships
Line Manager to:	<ul style="list-style-type: none"> N/A

Job purpose

The purpose of this role is to facilitate improved use of apprenticeships across HCRG Care Group supporting with the long-term development of our workforce and future contracts.

Increasing the recruitment and retention of Apprentices from entry level to degree level, as well as the broader apprenticeship agenda is a central aspect of the role.

Offering advice and support to services within HCRG Care Group on the technical aspects of apprenticeships as well as promote their benefits.

As the apprenticeship business partner, you are required to liaise with Apprenticeship Providers and universities that are on the NHS Apprenticeship Framework and service areas to generate National and Regional programmes required by the workforce demands.

Experience and knowledge of apprenticeships and the wider context of vocational education, and healthcare is desirable but not essential as there will be an opportunity for role development.

Your Base

Runcorn with some national and regional travel.

Key responsibilities

This list is intended to summarise the key responsibilities and is not intended to cover every task that may be required of the role: -

- Working within a dynamic and fast-paced team within the learning and development arm of HCRG Care Group, The Learning Enterprise (TLE).
- Be an advocate for high quality education and training supporting workforce development through apprenticeship routes across all levels and disciplines within health and care.
- Work alongside colleagues in respect of the recruitment, selection and support for appointed apprentices and develop a range of communications to ensure that service leads, managers and staff are fully informed about the apprenticeship agenda; this will include the organisation of webinars, network meetings, speakers and career days for apprentices.

Job Description

- Work with the Head of Apprenticeships and other key stakeholders as appropriate to co-ordinate and implement National and Regional Apprenticeship Programme cohorts that support workforce development and the needs of HCRG Care Group services
- Work with the learning environment leads and educational placement officer to identify any additional employer NHSE funding to support apprenticeship starts and growth within each service footprint of HCRG Care Group.
- Maintain and develop productive partnerships with NHS England leads and apprenticeship providers including Higher Education Institutions (HEI), supervisors and assessors to ensure good practice in the support and development of the apprentice programmes.
- Monitor and manage initial applications for apprenticeship programmes, preparing for National programmes when required.
- Manage all apprentice and contract details on the digital apprenticeship account service (DAS).
- Work with approved providers to ensure a 'fit for purpose' offering across National and Regional services is implemented and communicated.
- Work with the Head of Apprenticeships to identify apprenticeship levy projections that includes expiry and usage.
- You will be required to work to targets and adhere to the ESFA Apprenticeship funding rules for employers

Personal Specification

Essential

- Achievement of a relevant Level 3 qualification
- Maths and English Grade A – C or equivalent
- Evidence of up to date and regular Continuous Professional Development
- Proven experience of leading and working autonomously to deliver a program of work.
- Proven track record of meeting and exceeding targets.
- Experience of report writing and presenting.
- Excellent interpersonal skills
- Excellent Communication skills
- Knowledge of the national data systems relating to apprenticeships
- Understanding of the Apprenticeship Levy
- Understanding of apprenticeship issues and practice

Job Description

- Experience of project/program delivery
- Able to manage own workload and work independently
- IT Proficient including excel and data bases
- Presentation/facilitation skills
- Ability to work under pressure and to tight deadlines
- Developed analytical and problem-solving skills
- Experience of administering digital / IT systems

Desirable

- Experience within a relevant healthcare, social care or education setting
- Knowledge of apprenticeships within a healthcare environment.
- Knowledge of the diverse areas of work and staff within a healthcare setting such as HCRG Care Group
- A good understanding of the healthcare and social care environment, and the roles and responsibilities within it.