



**Reference: 0407-24.**

**Grade: 7**

**Salary: £29,605 – £34,980 per annum, depending on experience.**

**Contract Type: Full Time.**

**Basis: Permanent.**

## Job description

This position offers an exciting opportunity to work within the newly established University's Apprenticeship Compliance Team supporting the compliant delivery of the University's Degree Apprenticeship and Adult Provision programmes. The Apprenticeship Compliance Officer is an integral role within the team, responsible for all the administrative and reporting systems which maintain contractual compliance. The role will involve working closely with all those involved in the delivery of apprenticeships as well as central University departments and employer stakeholders, to ensure the accuracy and robustness of all data, ILR submissions and apprenticeship evidence packs. This requires an organised individual with a keen eye for detail who operates with an 'audit-ready' approach to their work.

Experienced in apprenticeship compliance, the postholder will play a key role in coordination and timely correction of data to enable timely submission of the ILR to the ESFA and will be responsible for ensuring that apprentice records are accurate, up to date and meet current ILR data collection requirements.

This is an evolving role and effective delivery will rely heavily on a self-motivated and organised individual with outstanding planning, innovation, and communication skills. High-level numeracy skills, attention to detail and the ability to work to strict deadlines are essential. The postholder must be able to demonstrate a high level of initiative, commitment and competence and will continually seek to enhance delivery.

The role will support the provision of an excellent, responsive service to internal and external stakeholders and will be required to adapt to changing business requirements. This role will report into the Apprenticeship compliance officer/manager.

The post is based at John Cadbury House (Aston University). Hybrid or remote applicants are welcome to apply.

## Main duties and Responsibilities

1. To support the Director of Aston Professional and the Head of Compliance in ensuring compliant delivery of the University's degree apprenticeship and adult provision programmes across the whole of the learner journey, working to ensure that the University operates on an 'audit-ready' basis.
2. To maintain up to date knowledge of developments with the Education and Skills Funding Agency (ESFA) apprenticeship funding rules, and any other relevant regulatory body, which impacts upon apprenticeship delivery, ensuring that this knowledge underpins all aspects of your approach to this role.
3. To lead the day-to-day operation of a newly created team to ensure compliance of the University's apprenticeship and adult provision programmes, including leading the team on apprenticeship and adult provision onboarding days ensuring effective completion of all relevant documentation and tracking both paper-based and digitally.
4. To lead continual improvement processes to ensure that University's apprenticeship data reflects actual activity and evidence is collected and stored appropriately in preparation for audit. This will involve organising the team in checking of apprenticeship compliance evidence, both paper-based and digitally across various University systems, approval of change requests and compliance checking of tripartite reviews.
5. To regularly attend (on campus or virtually) and lead standardisation meetings as required.
6. To liaise effectively with internal and external stakeholders regarding compliance processes to ensure effective and efficient communication on all matters relating to apprenticeships. This will involve the provision of careful and detailed explanation of complex changes in the ESFA suite of funding rules and subsequent changes in the compliance team's processes to take account of these changes.
7. To provide specialist support with accurate and succinct advice and guidance to colleagues within the University as well as employer partners on the successful collection of evidence to support and underpin funding claims. This will involve providing regular briefings and workshops for academic and professional

staff colleagues and external stakeholders at all levels to ensure their correct understanding and to recognise where additional support is required.

8. To lead the development and implementation of work instructions and training documents specifying the processes, systems and procedures that ensure compliance with ESFA apprenticeship funding rules. This will involve analysing and interpreting the complex suite of ESFA funding rules and specifications to support the team in ensuring accuracy and currency of our processes.

10. To lead the team in producing monthly monitoring reports digitally or paper based as required.

11. To lead on the interrogation and audit of PDSAT reports monthly.

13. Evaluate evidence and data from a range of sources to identify potential areas of risk where compliance may be an issue; to ensure quality and accuracy of data. This will also involve leading on audits of apprenticeship evidence packs and the evaluation of the outcomes of these audits, including risk and issues identification and the design of appropriate mitigation strategies. This could also apply to sub-contract provision.

14. To lead on design and delivery of training and support to internal colleagues and external stakeholders to ensure they fully understand their role within the compliant delivery of degree apprenticeship standards and to spread compliance best practice.

18. Contribute to the development of additional tools for monitoring and improving data quality.

19. To lead the preparation and provision of data for internal and external audits including, but not limited to, ESFA funding assurance audits and Ofsted inspections.

20. Operate to high levels of customer service excellence and administration, working effectively with colleagues across the University to provide a supporting role to ensure service standards are met and excellent working relationships are maintained. This will also involve liaison with external stakeholders, such as funding bodies and employers and being responsive to their requests and ensuring that effective customer care standards are maintained.

21. Plan, schedule and manage own workload demonstrating independence and good judgement.

22. To lead on the development and enhancement of procedures and systems to ensure effective business operations and make recommendations for service improvements based on best practice.

23. To assist with other designated areas of work as and when required by the Head of Compliance and Director of Aston Professional.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<p>Bachelor's degree in Finance, Law, Business Administration, Education, or a related field.</p> <p>Level 2 qualification in Maths and English</p>	Application form
<b>Experience and Experience</b>	<p>Knowledge of <b>ESFA</b> apprenticeship funding rules and methodology.</p> <p>Experience and Knowledge of ESFA audit processes.</p> <p>Knowledge of ILR and associated apprenticeship systems.</p> <p>Experience of audit requirements and thorough understanding of essential controls.</p> <p>Experience of working with differing systems and databases.</p> <p>Experience of providing advice and guidance on complex processes and procedures.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent numeracy skills and ability to work accurately with large quantities of routine and complex data, to complete tasks accurately and find solutions for diverse stakeholders.</p> <p>Excellent written communication skills.</p> <p>Strong interpersonal and communication skills and the ability to work with multi-disciplinary colleagues at all levels of the University and externally.</p> <p>Ability to work independently and within a team exercising judgement and initiative.</p> <p>Ability to manage time effectively, work flexibly, and manage conflicting demands.</p> <p>Ability to lead and manage teams.</p>	Application form and interview

	<b>Essential</b>	<b>Method of assessment</b>
	Ability to be proactive, use initiative and react speedily when necessary.	

	<b>Desirable</b>	<b>Method of assessment</b>
<b>Education and qualifications</b>	Level 2 qualification in IT.	Application form

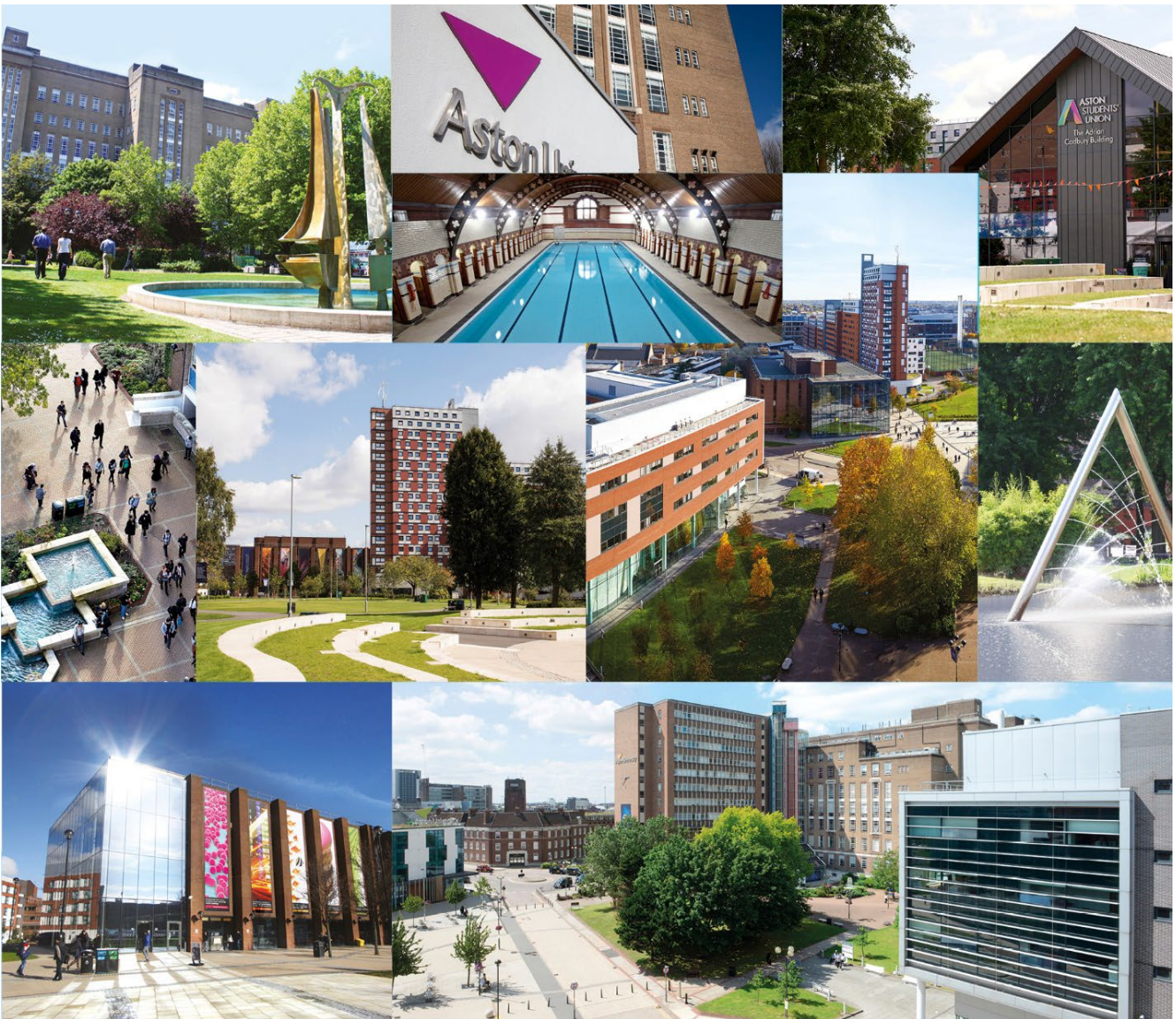
## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59pm on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).



## Contact information

### Enquiries about the vacancy:

Name: Virginia Fossard

Job Title: Head of Apprenticeships

Email: [t-fossardv@aston.ac.uk](mailto:t-fossardv@aston.ac.uk)

Name: Goudarz Poursharif

Job Title: Director of Aston Professional

Email: [g.poursharif@aston.ac.uk](mailto:g.poursharif@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**

- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our [candidate immigration page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

**Academic Technology Approval Scheme (ATAS):** If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our [candidate immigration page](#).

### **Before you start and Right to Work**

#### **90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

#### **Cost of Living - Estate and Letting Agents**

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The [Midland Landlord Accreditation Scheme](#) provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as [Rightmove](#) or [Zoopla](#).

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and



selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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