

Organisation:	Leeds City College
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	[Leeds City College]
Core Job Role:	Quality Performance and Audit Officer (Apprenticeships)
Job Title:	Quality Performance and Audit Officer (Apprenticeships)
Reports to:	Deputy Head of Apprenticeships
Grade	Grade B
Date of compilation:	August 2024

ROLE SUMMARY:

The post holder will be responsible for supporting the quality assurance and the performance management of all apprenticeship provision across the college group and subcontracted provision. Proactively managing and monitoring support to under performance and reacting quickly to issues as they arise, you will have a solution focused approach. Undertake a range of planning, co-ordination and organisational tasks in supporting the delivery of cross college projects and initiatives relating to Apprenticeships

CORE RESPONSIBILITIES:

1. Research, collate and present a range of information and performance data using college systems, to report on developments in Apprenticeships
2. Manage the administrative requirements of the Apprenticeship provision and e-portfolio and present to the management team.
3. A key success of this position would see all apprenticeships delivering a high quality provision which meets ESFA and Ofsted requirements and achieves the group's targets to ensure maximum contract value for growth within the LEP priorities.
4. Support the curriculum departments and subcontracted provision in line with funding guidance, ensuring that paperwork and claim returns are fit for purpose.
5. Carry out robust Due Diligence checks and monitor paperwork for accuracy and compliance
6. Ensure issues relating to claim submissions are effectively managed, supporting/training partners where necessary
7. Meet monthly with the college's apprenticeship delivery teams in order to monitor performance and implement strategies to improve success in the tracking and monitoring of learning
8. Produce robust reports that accurately reflect KPI's by curriculum departments to management on a monthly basis
9. Support the Management Team in training and developing staff, responsible for delivering to ensure sustained improvements in quality, compliance, standardisation and success rate

10. Work with the Management Team to monitor the curriculum departments against agreed quality and financial profiles with under/over performance being proactively managed, coordinating and implementing improvement plans where necessary

11. Keep up to date with ESFA rules and regulations across the different funding streams.

12. Raise purchase orders and coordinate procurement for the management team, complying with college financial regulations.

13. Have a can-do attitude and willingness to learn

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminare Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Quality Performance and Audit Officer (Apprenticeships)
Department	Apprenticeships Quality and Performance Team

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 3 qualification or equivalent	A
D	Q2. Business qualification	A
E	Q3. Level 2 in English and Maths or willing to work towards	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of working in a contracting environment	A / I / P
E	EK2. Experience of supporting the performance management and monitoring of delivery against an agreed profile	A / I / P

E	EK3. Experience of Maintaining accurate statistical and financial data, reports and records	A / I / P
E	EK4. Experience in external agency audits e.g. ESFA, Ofsted	A / I / P
E	EK5. Experience of monitoring the quality of delivery to ensure it meets the learners needs and relevant quality standards e.g. OFSTED	A / I
E	EK6. Two years minimum experience of supporting the delivery of WYCA/ESFA funded programmes	A / I / P
D	EK7. Experience of producing detailed and accurate reports	A / I / P
D	EK8. Experience of producing Learner Surveys with curriculum departments of the college group in order to drive up satisfaction rates	A / I
D	EK9. Experience of supporting under performance to a successful conclusion	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to analyse, interpret and summarise complex materials	A / I / P
E	SC2. Ability to deal with professional organisations/external agencies	A / I
E	SC3. Knowledge of financial profiling	A / I / P
E	SC4. Ability to deal with routine and unexpected situations	A / I
E	SC5. Good working knowledge of Microsoft packages including Excel, Word and Outlook	A / I
D	SC6. Budget management experience	A / I
E	SC7. Excellent communication/negotiation skills (face to face/telephone/written)	A / I

E	SC8. Ability to “think outside the box” to bring a solution focussed approach	A / I / P
E	SC9. Show initiative in managing workload with ability to prioritise and work under pressure	A / I
E	SC10. Excellent organisational skills	A / I
E	SC11. Ability to be flexible to meet the needs of the business	A / I
D	SC12. Ability to travel regionally and nationally	A / I
E	SC13. Good report writing and numeracy skills	A/I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I