

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Higher Education and Standards Adviser	Leadership level:	<i>To be determined at later phase</i>
Post reference:	WT029/20927	Job family:	<i>To be determined at later phase</i>
Grade:	H	Location:	Ponteland/Home Working
Allowances:	N/A	Politically restricted post:	No
Area command / Department:	WT Learning and Development Department	Vetting level:	RV
Reporting to:	Higher Education and Standards Manager	Date accepted as a role profile:	
Posts responsible for:	Allocated staff, officers and volunteers		
Part A – Job Description			
Overall purpose of the role:			
Deliver the higher education and apprenticeship programmes across Northumbria Police, ensuring an effective and inspiring learner journey, whilst maintaining compliance with national and College of Policing standards.			
Key responsibilities of the role:			
1	Deliver and co-ordinate the Force apprenticeship programme, ensuring that all aspects of the programme are planned, developed and implemented successfully, enhancing the learner journey and the effectiveness of the programme.		
2	Undertake appropriate evaluation activity on a regular basis regarding the effectiveness of the apprenticeship programme, including compiling statistical data on apprenticeship performance and success rates and ensuring that appropriate action is taken where required.		
3	Create and maintain relationships within the department and other Force stakeholders, to inform and update Forcewide learning, development and finance plans ensuring that accurate information is maintained at all times that and comprehensive management reports are provided.		
4	Work collaboratively with the Finance department to manage the relevant processes to claim back identified funds from the apprenticeship levy ensuring the use of the levy is maximised and remains compliant with ESFA guidelines.		
5	Create and embed a culture of reflective practise, evaluation and continuous improvement within learners and staff, encouraging innovative thinking to improve the overall quality of apprenticeships in Northumbria Police.		
6	Assist the Higher Education and Standards Manager in maintaining effective relationships both internally and externally, including validating bodies, local authorities, universities, colleges and other appropriate agencies.		
7	Maintain an up to date understanding of current apprenticeship rules, structures and requirements as outlined by the ESFA, Ofsted and the National Apprenticeship service to ensure the best possible service is delivered and is in line with legislation.		

Role Profile and Person Specification

8	Regularly review and monitor feedback on the training programmes delivered by Northumbria Police for the Apprenticeship Programme to ensure they comply with regulations set by the regulatory bodies and are fit for purpose.
9	Provide leadership and direction to allocated staff including recruitment, appraisal, development, wellbeing and performance of staff, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.
10	
11	
12	

Part B – Scope of contacts

Internal / External relationships:

Internal:

Stakeholders and candidates across the force
 Finance and Procurement
 Workforce seeking educational development advice and guidance

External:

Training and education providers
 Ofsted and EFSA
 College of Policing

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

Level – tbc

We are emotionally aware – level 2
 We take ownership – level 2
 We are collaborative – level 1
 We deliver, support and inspire – level 2
 We analyse critically – level 2
 We are innovative and open minded – level 2

Role Profile and Person Specification

Part D – Continuous Professional Development (CPD) role 6 months *To be determined*

First 6 months

1	Maintain competence in role, including knowledge and understanding of apprenticeships, inspection and quality assurance, guidance, legislation and best practice.
2	Develop knowledge of apprenticeships and PEQF programme implementation and related quality assurance and inspections.
3	Develop knowledge of the Levy and development budgets
4	

12 months and beyond

5	Consider undertaking relevant learning for role including professional qualifications/apprenticeship/memberships
6	Develop and maintain a professional network for supportive relationships
7	
8	

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>An appropriate academic or professional vocational qualification at degree level</p> <p>Experience of effective performance improvement and quality assurance in delivering apprenticeships</p> <p>Experience and understanding of Apprenticeship legislation and Ofsted inspections.</p> <p>A sound understanding of qualifications frameworks.</p> <p>Analytical and numerical skills.</p> <p>Budget management experience</p>	<p>A teaching and/or assessors qualification</p> <p>Experience of delivering and managing apprenticeship frameworks</p> <p>Policing knowledge and experience</p>	Application/interview/CPD

Role Profile and Person Specification

Planning and organising	<p>Proven planning experience of delivering educational programmes</p> <p>Ability to design, and cost programme plans.</p> <p>Experience of quality assurance</p>	Project management experience	Application/interview/CPD
Problem solving and initiative	<p>Ability to collect and analyse statistical data and make recommendations.</p>		Application/interview/CPD
Management and teamwork	<p>The qualities of a team player; the ability to work flexibly and effectively as a member of the Higher Education and Standards team and to make a positive contribution.</p> <p>Experience in leading and motivating effective teams</p>		Application/interview/CPD
Communicating and influencing	<p>Excellent communicator with the ability to build effective relationships..</p>		Application/interview/CPD
Other skills and behaviours	<p>A high level of professional credibility.</p> <p>Customer and people development focussed</p>		Application/interview/CPD