

Modern Apprenticeship (MA) Programme Manager Job Profile

Position:	Modern Apprenticeship (MA) Programme Manager	Department:	MA
Postholder:		Section:	People and Corporate Services
Reports to (position):	Director of People and Corporate Services	Location:	Aberdeen
Date of Issue:		Prepared By / Approved By:	LM

COMPANY OVERVIEW:

Operating for over 50 years, OPITO is an industry-owned organisation, headquartered in Aberdeen, Scotland. We drive consistency and safety compliance across global standards and qualifications, creating workforce development solutions. OPITO is a global leader in energy workforce safety, leading the skills focused dialogue with international governments as our industry prepares to meet Net Zero targets.

To ensure a safe workforce of the future, OPITO delivers clear global standards and qualifications that utilise innovative workforce development solutions.

Each year, more than 500,000 people are trained to OPITO standards through one of over 240 OPITO approved centres operating across 50 countries globally.

With operational hubs in four key regions – UK and Europe, Middle East and Africa, Asia Pacific and the Americas – OPITO drives safety and competency improvements to benefit the energy industry.

We pride ourselves on our Values. We have integrity. We collaborate. We are adaptive.

PRIMARY FUNCTION:

To lead to the development and expansion of the current Modern Apprenticeship Programme into new energy sectors. Extensive Stakeholder engagement with the wider Energy sector. To create, design and run new apprenticeship programmes in the UK and internationally.

DIMENSIONS

Core Competencies / Technical Requirements:

- Experienced with a proven record in leading and developing Learning and Development programmes
- Drive to success, with highly developed influencing skills
- Excellent communication skills at all levels – written and spoken
- Knowledge and experience of college further education
- Excellent presentation skills
- Able to work as part of a team
- Knowledge of health and safety legislation
- Detailed knowledge of qualifications relevant to programme i.e. HNC and SVQ
- Knowledge of applying academic learning to work environment in context of VQ's
- Experience of managing a group of Modern Apprentice trainees

Qualifications

Depending on the exact nature of the job, some or all of the following may be required:

- Tertiary Education or Management Qualification as a minimum standard
- In recognition of the nature of the role however, demonstrable and significant experience of operating in a skills and training environment

Interfaces / Contacts

Internal

- LT
- MA Reviewers
- Admin support staff
- Finance Team
- People and OD Team

External

- Existing and prospective sponsor companies
- Existing and prospective colleges and training centres
- MAs and MA guardians
- Legal advisers
- SDS, SQA and other relevant bodies.

PRINCIPAL ACCOUNTABILITIES

Main functions may include some or all of the following:

- Overseeing and direction of the MA programme recruitment campaigns including interviewing applicants
- Vetting potential new colleges and/or training centres
- Contributing to development of college/training centre performance
- Review of monthly trainee performance and behaviour and report same to sponsor companies
- Promoting MA Programme to Industry and Education
- Supervising and developing MA Reviewers
- Arranging and participating in MA Programme steering group meetings
- Ensuring internal processes are up to date and being applied (e.g. use of the HUB, FIPS systems etc.)
- Ensuring that MA contract arrangements are up to date and being applied effectively
- Ensuring that all employment law policies are up to date and MAs have a good understanding of requirements and expectations
- Taking the lead on all MA Employee Relations matters, in conjunction with the People Partner and external legal advisers
- Ensuring compliance with SDS and funding requirements and maintaining a good working relationship

Technical / Operations

Main functions may include some or all of the following:

- Management of Modern Apprentices
- Monthly one-to-one reviews with trainees (Years 1 and 2 - HNC and SVQ Level 2) and prepare report
- Quarterly one-to-one reviews with trainees (Years 3 and 4 - SVQ Level 3) and prepare report
- Monitoring and reporting against milestones in respect of external funding
- Liaise with sponsors in respect of worksite progress of trainees

Health & Safety / Quality Assurance

Main functions may include some or all of the following:

- Responsible for ensuring Quality Management Systems are followed
- Responsible for ensuring that all personal activities comply with Health and Safety legislation and that any observed non-conformances are reported to the appropriate personnel
- Responsible for H&S requirements for trainees at colleges/training centres and at the worksite
- Demonstrate a personal commitment to Quality, Health, Safety and the Environment
- Comply with OPITO, and where relevant, Client Company's, Quality, Health, Safety & Environment Policies and Safety Management Systems
- Promote a culture of continuous improvement, and lead by example to ensure company goals are achieved and exceeded

People Management

Main functions may include some or all of the following:

- Team development including PLPs
- Coaching, mentoring and supporting staff

General

Main functions may include some or all of the following (Include questions to understand travel demands of the role):

- Frequent travel out with office
- General Business Support Duties
- Undertakes special projects and fulfils other duties as may reasonably be required by the company, in line with the incumbent's skills, knowledge, abilities and personal development opportunities.

Compliance:

OPITO have a number of policies and guidance documents available to all staff (such as Bribery & Corruption and Conflict of Interest) which provides guidance and confidence to all of our team in their day to day roles as well as helping them to comply with the relevant laws and best practice at all times. All employees are reasonably expected to familiarise themselves with, and understand/comply with, at all times, these requirements