

## Strategic Apprenticeship Lead Job Description

Job Title:	Strategic Apprenticeship Lead	Reporting to:	CEO – Cogent Skills
Department:	Membership & Strategic Development.	Direct Reports:	Standards Manager
Key Contacts:	Managing Director Apps & Grads Managing Director – SIAS	Location:	Flexible
Date Created:	November 2020	Date Revised:	

### Job Purpose

- This role will lead the development and implementation of the Apprenticeship strategy for the science industries. Providing a strong employer focused approach and narrative the role will support employers to maximise both their individual and the whole industry’s ability to benefit fully from  
Cultivating strong strategic level engagement with the SIP employers, central government and key strategic partners, the Apprenticeship Lead will ensure a joined-up approach and narrative around apprenticeships within Cogent.

### Key Accountabilities

- To support the Science Industry Partnership (SIP) Board and Members to develop and implement the Apprenticeship strategy, on a collaborative basis.
- To ensure that industry responses and collaborative lobbying takes place where and when appropriate informed by strong evidence and employer support.
- To provide one-to-one expertise to SIP (Science Industry Partnership) members and internal stakeholders regarding apprenticeship activities and initiatives.
- To lead the shaping of content for apprenticeship communication, ensuring there is a clear communications strategy working with the Head of Membership Marketing
- To partner with senior external stakeholders to support current industry apprenticeship activity and future needs of the industry.
- To engage, champion and instill understanding of apprenticeship developments.
- To support the Head of Membership and Strategy and the Head of Communications and Marketing to grow the network of SIP membership through added value in relation to apprenticeship expertise.
- To manage the Standards Manager and Standards Manager- Universal Services ensuring that there is a clear annual plan of work that supports the development and implementation of the apprenticeship strategy.
- To be an active part of the senior leadership team, contributing to Cogent’s business plan.

### Key Performance Indicators

- Membership Retention & satisfaction levels
- Increased membership of SIP
- Increased levels of apprenticeship activity in the industry
- Reduced barriers within SIP members to undertake apprenticeships
- Positive Membership Feedback relating to products and Services



- Increased Membership and Income

## **Essential Knowledge Skills and Qualifications**

### Experience

- Significant experience in one or more of the following roles:
  - As an employer actively responsible for apprenticeship implementation and involved in strategic sector leadership activities
  - As a training provider advising employers on implementing apprenticeships
  - As a senior leader in a sector body leading the apprenticeship agenda
- Experience of managing people either cross functionally or directly
- Experience of developing communications
- Experience of engaging with key govt. stakeholders in a senior capacity
- Experience of operating within a commercial environment
- Experience of operating at a strategic level

### Knowledge and Skills

- Understand the recent historic context of apprenticeships including the rationale and motivations for the English govt. reform agenda. Be able to clearly articulate how these have resulted in the structures, organisations and approaches. Provide ongoing critical analysis of the extent to which the reform agenda is successful and where it needs to change or be improved.
- Understand apprenticeships from the perspective of the employer; be able to articulate the challenges faced in implementing apprenticeship programmes. Be able to utilize this understanding to design and deliver support in appropriate formats including one to one consultancy, workshops, documentation etc.
- Have a general understanding of the differences in structures and approaches within the nations with regard to apprenticeship development and delivery and their respective strengths and weaknesses
- Be confident to provide advice and guidance to employers on the implementation of apprenticeships within their business from strategy setting to contracting and funding
- Be able to analyse developments in policy, funding regulations and the wider skills landscape to understand the impact and identify potential opportunities and risk for employers and the company
- Have an understanding of the provider landscape, the different types of providers and what good looks like.
- Understand the compliance requirements of undertaking apprentices
- Keep abreast of, and have current relevant understanding of the key trends in relation to apprenticeship policy and thinking with the ability to articulate these to employers and key stakeholders.
- Understand the impact of policy and operational changes on Cogent, its role and its operating model.



**Behaviours**

- Influential -able to influence a wide range of stakeholders through effective written and verbal communications with the ability to instill confidence. Possess gravitas without arrogance.
- Adaptable – be able to operate in a highly complex, sometimes ambiguous environment with competing agendas and demands, bringing clarity and direction.
- Internal leadership: liaise with other Cogent leads to ensure that the business units are sighted on potential change, ensuring they are aware of the significant changes proposed and can input specialist technical insight, develop supportive communications etc.
- Commercial orientation; operate at all times with an alignment to Cogent’s operating model- identifying how change might impact on Cogent’s delivery activity, seeking to improve commercial performance, adding value to SIP/Cogent
- The ability to work cross functionally building positive relationships with peers

**Qualifications**

No specific qualifications are required for this role.

NOTE: This job description is not intended to be all inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

