

Role profile

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Role title	Apprenticeship/Early Careers Manager
Section	Training Academy – Apprentice Programme
Directorate	People and Corporate Services
Reports to	Apprenticeship Programme and Engagement Manager

At Electricity North West Limited we are committed to creating a sense of belonging for our colleagues and therefore we ask our applicants to talk to us about any reasonable adjustments that may be required throughout our recruitment processes.

Purpose of the role

- To support the design and delivery of the Electricity North West Apprentice Programme.
- To ensure the programme is delivered smoothly, in line with ENW policies and procedures, Education and Skills Funding Agency (ESAF) funding rules and Ofsted requirements while in line with the relevant National Apprentice standards.
- Full, line management responsibilities of up to 50 apprentices within ENW to achieve their apprenticeship and meet ENW authorisation requirements ready for full-time roles.
- Provide support and guidance to the wider business, in-house apprentices to achieve in a timely manner.

Knowledge, Skills, and Experience

- Full Driving Licence
- Understanding of the Apprentice Levy, Apprentice Standards and ESFA funding rules.
- Achieved a recognised Assessor qualification.
- Achieved or prepared to work towards a recognised safeguarding qualification.
- Achieved or prepared to work towards an IQA qualification.
- Excellent planning and organising skills day to day and for long term events.
- Attention to detail and forward thinker.
- Experience of line managing a team of people.
- Experience in managing projects.
- Good communicator with the ability to communicate effectively with colleagues, Apprentices, WLT, SLT and External providers and suppliers.
- Adaptability and flexibility and the ability to deal with changing demands.
- Financial Awareness
- Computer Literacy
- Good problem-solving skills

Principal responsibilities of the role



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- Line Management of up to 50 in flight apprentices including all day to day managerial responsibilities
- Responsibility for the delivery and quality assurance of the Apprentice Programme at ENWL.
- Responsibility for the completion of bimonthly progress reviews of all Higher-Level Apprentices with the support of onsite mentors, reporting on progress and challenges to Apprenticeship Programme Manager, highlighting trends, issues and promoting good examples.
- Monthly collation and recharging of apprenticeship spend for wider funded apprentices.
- Monitoring and reporting of the Apprentice budget to support training, PPE, travel expenses, hotel accommodation and special activities such as awards and welcome events.
- Tracking of Apprentice Levy and reporting on spend, current usage and forecasting to ensure ENWL is in line with ESFA requirements and budgeting forecasts.
- Booking of all external and internal training for Apprentices.
- Ensuring compliance with Ofsted requirements and ESFA funding guidelines.
- Support the Apprenticeship Programme Manager with the sourcing and quality assurance of training providers and sub-contractors to ensure excellent training provision within the Apprentice programme.
- Supporting the Apprentice Programme manager in the design and implementation of the apprenticeship programme to meet the changing needs of ENW.
- Planning of induction periods, training and liaising with all involved parties. Planning and implementation of on boarding, induction and 2 – 5 year training plans across all cohorts of apprentices
- Support with the design and delivery of training during the onboarding period for apprentices and throughout the programme
- Responsibility for organising of and attendance at Apprentice events such as residentials, presentation events and charitable activities.
- Supporting internal colleagues through talent programmes e.g. degree apprenticeships and FE delivery, checking on progress and liaising with providers to ensure the quality of delivery meets ENWL standards.
- Link to communications team to promote all things apprenticeships, while supporting with long term attraction strategy through involvement with STEM activities and promotion of the ENWL brand amongst schools, colleges, and local communities
- Researching and keeping up to date with changes in the national standards and funding rules of Apprentices
- Supporting the wider ENWL Further Education process
- Supporting the progression of graduates within ENWL
- Ad hoc administrative duties and other reasonable requests in support of departmental objectives.
- Demonstrates resilience with the ability to work independently, under pressure and with flexibility to take the programme from good to great.

Leadership responsibilities of the role

- Lead, coach and develop your people to their fullest potential to achieve both personal and organisational objectives and goals
- Motivate, inspire, and empower your people by creating an environment that promotes positive communication, encourages collaboration and demonstrates flexibility.



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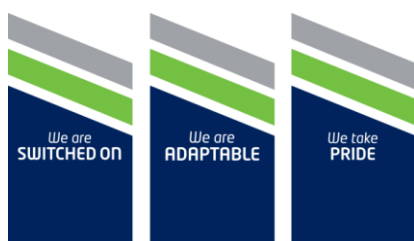
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- Lead your team through change by demonstrating confidence in the organisation, role modelling positive behaviour towards change and effective communication

Behaviours

You will also demonstrate the following behavioural competencies:

Behavioural Competency	Enter 'Y' for relevant competences
Thinking - Forward thinking - You can take a forward looking perspective when considering the delivery of decisions, activities and projects.	
Thinking - Customer understanding - You have a thorough understanding of the needs of internal/external customers and you use this understanding to promote excellent customer service to maximise business.	Y
Thinking - Analytical Thinking - You can analyse problems and identify key issues that need actions, assessing the situation in a systematic way, considering time sequences, priorities and you are able to draw logical conclusions from the data.	
Influencing - Concern for impact - You anticipate and respond to the needs of others in order to achieve an appropriate outcome. You are sensitive to the impact you have on others and you can modify your approach to influence the outcomes of your dealings with different people.	Y
Influencing - Interpersonal awareness - You are able to develop a good understanding of others' feelings, needs and concerns, and actively seek to do so. You think through how people are likely to react and have an intuitive grasp of what makes people tick.	Y
Achieving - Results focus - You set objectives for yourself and others and ensure they are achieved within agreed parameters which in turn delivers successful business outcomes.	Y
Achieving - Concern for excellence - You strive to exceed your performance goals through the continuing pursuit of excellence and quality in all aspects of your work.	Y
Achieving – Initiative - You anticipate situations and problems, finding appropriate solutions and grasping opportunities. You take action that potentially adds value to the business and represents your contribution distinctively.	



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Self-Managing – Tenacity - You are able to demonstrate repeated effort and resilience when overcoming a number of obstacles to achieve results, showing a positive attitude despite setbacks.	
Self Managing – Independence - You are prepared to raise issues in the face of opposition. You are able to stand up for your own ideas, not give in to group pressure and challenge more senior colleagues.	Y
Self Managing – Flexibility - You adapt your thinking and behaviour to suit the requirements of different situations; you see the value of an alternative view and are receptive to changing circumstances.	

Behavioural Competency	Description
Achieving – Initiative	You anticipate situations and problems, finding appropriate solutions and grasping opportunities. You take action that potentially adds value to the business and represents your contribution distinctively.
Achieving - Concern for excellence	You strive to exceed your performance goals through the continuing pursuit of excellence and quality in all aspects of your work.
Self-Managing – Tenacity	You are able to demonstrate repeated effort and resilience when overcoming a number of obstacles to achieve results, showing a positive attitude despite setbacks.
Thinking	This is a strong mix of Conceptual, Analytical and Strategic Thinking with a strong understanding of the customer need. You are able to understand the 'bigger picture', complex data and to identify trends. You consider the wider context when developing innovative solutions. You can analyse problems, assessing the situation in a systematic way, you are able to draw logical conclusions from the data. You are able to visualise the long term future of the business and apply a thorough understanding of the needs of internal / external customers to your strategic approach.
Relationship Building	You are able to identify, build and maintain mutually beneficial long term relationships with internal and external contacts to improve the success of the business.
Developing Others	You recognise that the development of capability is a pre-requisite for business success and are able to coach and provide constructive feedback to establish high performing teams.

Key measures (Performance Indicators)

- Exceptional timekeeping and attendance
- Assisting in the delivering of no less than 85% achievement rates across all Apprentice programmes.



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- Ensuring all Apprentice technical training is delivered in a timely manner and through 100% attendance and updated on Green light.
- Bimonthly progress reviews followed by summary report.
- Timely monthly reporting on Apprentice progress and levy spend/projection.
- Supporting the Apprentice Manager in delivery to budget.
- Identifying and implementation of improvements in the overall Apprentice programme.
- Identification of PR opportunities such as regional and national awards

Dimensions of the role

Owner of a budget (has total responsibility for the budget)	Not full responsibility – But monitors and tracks monthly spend in line with budget
Budget Amount	£686,000
Number of Colleagues who directly report to role holder	34 as of 27 th September 2023
Total number in team, including any colleagues who report managers that come under the role	80

Key relationships (*Internal & External*)

Internal

- Working under day-to-day direction of the Apprenticeship Programme and Engagement Manager
- Supporting Training Academy Co-ordinators with booking of training across the academy.
- Supporting Apprentices through Induction and while in their business placements for the duration of their Apprenticeship.
- Supporting the Technical Training Manager in ensuring training meets the apprenticeship standards.
- Liaising with key stake holders such as mentors, WLT, SLT and HRBP's
- Work with recruitment team to support attraction, recruitment, and onboarding of apprentices.

External

- Manage the relationship between ENWL and all apprenticeship training providers (currently 10 colleges/unis/providers) to ensure quality provision meeting ENWL requirements and the apprenticeship standards.
- Other DNO's to share best practice and ideas on delivery of apprenticeship standards.
- School and Colleges to promote apprenticeships at ENWL to students.
- Suppliers including PPE, venues for delivery of events and suppliers of equipment
- Charity partners



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