Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15784</th>
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</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Apprenticeship Data &amp; Funding Manager</td>
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<tr>
<td>Reports to:</td>
<td>Apprenticeship Operations Manager</td>
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<tr>
<td>Salary:</td>
<td>£35,000 - £40,000</td>
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<tr>
<td>Terms and conditions:</td>
<td>OUW</td>
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<td>Grade:</td>
<td>OUW</td>
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<tr>
<td>Duration of post:</td>
<td>FTC – to end December 2020</td>
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<tr>
<td>Working hours:</td>
<td>37 (full time)</td>
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<tr>
<td>Location:</td>
<td>The Business Development Unit</td>
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<td></td>
<td>The Open University</td>
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<td></td>
<td>Milton Keynes</td>
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<tr>
<td>Closing date:</td>
<td>12 noon on 20 March 2019</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Short application form plus CV and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>One (most recent)</td>
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<tr>
<td>Unit recruitment contact:</td>
<td>Diane Latimer</td>
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2. Summary of duties

The Open University has ambitious plans to grow its apprenticeship offer, delivering quality learning programmes and higher level skills to businesses. With the introduction of new higher and degree Apprenticeship Standards the University has introduced a number of new higher and degree apprenticeships across a range of sectors and has ambitious plans to grow higher and degree apprenticeship numbers. We are building a team of knowledgeable professionals to drive growth and support the operational delivery during this exciting expansion.

We are looking to appoint an experienced, pro-active and highly organised Data and Funding Manager who will lead the University’s data and funding team. The role is instrumental in delivering timely and accurate learner, course and performance data and funding claims; whilst helping the organisation achieve its funding targets and maintain full compliance with the various funding agencies and examination bodies.

You will ensure the University meet all data requirements to track the support our apprentices are receiving and requiring whilst monitoring their progress throughout the scheme.

You will lead the management of apprenticeship data and funding allocation to ensure compliance with the Education and Skills Funding Agency (ESFA), Higher Education Statistics Agency (HESA) and other prime contractor requirements. You will also provide accurate management information to the Business Development Unit (BDU) management team in order to inform and improve outcomes and performance.

**Key responsibilities:**

- Provide effective line management of the Apprenticeship Data & Funding Team, planning and managing resources effectively to ensure quality delivery of programme requirements.
- Manage the data processes within the Business Development Unit (BDU) to ensure they are carried out efficiently and effectively to ensure data submissions to funding bodies and internal reporting are accurate and timely.
- Work with the Sales Team, Faculties and SRSC to ensure that apprentice registration deadlines are clear and agreed by all parties. To manage the registration process to the point of handover to SRSC.
- Ensure that all apprenticeship documentation in relation to data & funding is securely managed in line with policy, compliance and data funding requirements.
- Manage the production and submission of accurate, compliant Individual Learner Records (ILR) on a monthly basis to maximise funding claims.
- Maintain an up to date understanding of ESFA, National Apprenticeships Service (NAS) and prime provider contractual requirements; as well as current government reforms ensuring the incorporation into the University's set up and processes.
- Manage invoicing processes with Finance and employers.
- Undertake internal audits on a regular basis to validate accuracy of data, such as the Individual Learner Records (ILRs).
- Develop and manage the provision of accurate management information (MI) that will ensure decisions and future planning is data driven. Provide ad hoc reporting from the management information system as required.
- Build and maintain excellent working relationships with a range of internal and external stakeholders including Faculties, Finance and funding bodies.
- Act in an advisory capacity with regards to the management of Apprenticeship Service accounts for employers, ensuring accurate information and monitoring of learners on programme and levy spend. Ensure effective Apprenticeship Service links are in place to maximise income.
- Operate a cycle of continuous improvement identifying and implementing efficiencies that improve
business workflow in an effective way.

- Participate in projects involved in expanding the OU Apprenticeship product offer or improving the quality or efficiency of the OU operations as required.
- Participate in quality assurance or other audits of our apprenticeship delivery as required.

3. Person specification

**Requirements  (E = Essential/ D = Desirable)**

**Education, qualifications and training**

**Essential:**
- An undergraduate degree or equivalent experience

**Desirable**
- Training in a range of work based management information systems.

**Knowledge, work and other relevant experience**

**Essential:**
- Experience of line management including staff appraisals and development.
- Extensive knowledge of preparing and returning funding claims, funding regulations, systems and audit compliance, to ensure maximisation of funding allocation.
- Direct experience of apprenticeship contracts and associated compliance paperwork required such as Individual Learner Records.
- Extensive experience of developing, implementing and managing system reporting, with proven experience of managing data for large scale government funded learning programmes.
- Excellent working knowledge of government funded education contracts.
- Experience of working within appropriate quality assurance frameworks and ensuring other regulatory requirements are met.
- Ability to analyse data to identify trends in performance and achievement and to measure against national benchmarks.
- Experience of using a large management information system such as Maytas.
- Thorough knowledge of Apprenticeship funding rules including an understanding of the different funding methodologies for apprenticeship frameworks and standards.
- Experience of providing management information for quality inspections.
- Understanding of the apprenticeship levy and the implications.
| **Desirable:** | • Experience of working with Maytas  
• Experience of working within a higher education environment  
• An understanding of higher and degree level apprenticeships |
| --- | --- |

**Personal abilities, skills and qualities**

| **Essential:** | • Self-starter with advanced organisational ability, excellent planning and prioritising capabilities and able to cope with multiple competing demands effectively and manage any setbacks  
• An ability to identify, highlight and resolve (where appropriate) complex problems and issues  
• A proven ability to understand, manipulate and extrapolate data competently and be focused on accuracy and quality  
• Ability to communicate clearly the complexities of funding requirements to senior management and colleagues, and appropriately influence others to achieve the best outcomes for the business  
• Committed to ensuring governance is followed  
• Excellent relationship management experience including collaborative working with other teams  
• Methodical and organised, whilst supporting and identifying opportunities for process improvement  
• A team player who is goal-orientated and able to work autonomously while managing their own area and working collaboratively with colleagues  
• Commitment to first-class customer service and achieving high quality outputs and outcomes  
• Highly accurate and process aware in the handling of data |
| **Desirable:** | • Ability to handle problems with creativity and innovation |
4. Role specific requirements e.g. Shift working

- Pre-employment checks, including Basic Disclosure Check
- Occasional UK travel

5. About the unit/department

**The Business Development Unit**

The aim of the Business Development Unit is to create and implement a profitable commercial and international strategy for the Open University.

The BDU is working to construct and implement the overall business development strategy for the OU both in the UK and internationally. This activity includes improved partnerships with business development efforts in faculties and in the nations and regions.

The unit has two core activity streams:

- To deliver sustainable net revenue streams for the OU through developing existing and as yet undeveloped new markets
- To be a customer-focused business, generating significant growth of revenue. The rate of growth will be governed by the BDU’s Unit Plan, which will set achievable targets for increasing both income and profitability.

**Open University Worldwide**

It is essential The Open University continues to become less dependent on government funding. To do this it manages a balancing act: supporting teaching, learning and open access as well as funding and developing top level research.

Competition for students, staff and funding is intense and global, and students’ expectations have risen sharply as learners increasingly view themselves as ‘consumers’ of education. The demand for top class facilities and services is growing, as are expectations for flexible learning patterns and qualifications that will really make a difference to careers.

The Open University has developed ambitious plans to grow associated revenues through its commercial entity, Open University Worldwide (OUW).

With a market leading range of products, cutting edge technology and a strong, commercially focused team, this is an exciting time to join the team.

6. How to obtain more information about the role or application process

- If you would like to discuss the particulars of this role before making an application please contact Caroline Bresland on email: caroline.bresland@open.ac.uk.
- If you have any questions regarding the application process please contact the Resourcing Hub on resourcing-hub@open.ac.uk.
7. The application process and where to send completed applications

| Your application should contain:                                      | • Short Application form  
|                                                                      | • CV  
|                                                                      | • A covering letter of up to 2 sides of A4 describing why you are applying for this post and detailing how you fit the criteria in the person specification.  
| NB: It is important that candidates complete all sections of the application form in full. |
| Please ensure that your application reaches the University by:          | 12 noon on 20 March 2019 |
| E-mail your application to:                                            | Resourcing-hub@open.ac.uk |

8. Selection process and date of interview

| The interview panel will be chaired by:                               | Caroline Bresland, Apprenticeship Operations Manager |
| The other members of the interview panel will be:                     | Julie Tift, Senior Management Accountant  
|                                                                      | Judith Dutton, Head of Returns |
| The interviews will take place on:                                   | 26 March 2019 |
| The selection process for this post will include                     | Practical test and interview. |

We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted.