

<b>JOB SPECIFICATION (2015)</b>		<b>JSN</b>	
<b>Position Title</b>	SO2 REME Apprenticeships	<b>Date Approved</b>	
<b>Unit</b>	HQ REME CORPS	<b>Approved By</b>	
<b>Location</b>		<b>TLB</b>	Army HQ
<b>Establishment Type</b>	FTRS HC	<b>Rank/Grade</b>	OF3
<b>Establishment/OET Ref</b>		<b>Service/Type/Arm</b>	Army/
<b>UIN/SLIM/JPA PID</b>		<b>Exch/NATO/JSRL No</b>	
<b>Incumbent</b>	New post	<b>Staff/Command</b>	Staff
<b>E-mail</b>		<b>WTE/MSTAR</b>	No
<b>Phone Number</b>		<b>Manning Priority</b>	TBC
<b>Security Status/Caveats</b>	SC	<b>Assignment Length</b>	36 Months
<b>Reporting Chain</b>	Army	<b>Primary Career Field</b>	Pers
1 <sup>st</sup> RO	COS REME	<b>Sub Field 1</b>	
2 <sup>nd</sup> RO	Corps Colonel	<b>Secondary Field</b>	
3 <sup>rd</sup> RO	N/A	<b>Sub Field 2</b>	
<b>Unit Role:</b> SO2 Apprenticeships.			
<b>Position Role:</b> Support to the provision of end-to-end supervision, management, and progression opportunities for the REME apprenticeship programmes on behalf of the Corps Colonel.			
<b>Responsibilities:</b> <ol style="list-style-type: none"> <li>1. Support the delivery of apprenticeships across the REME.</li> <li>2. Work closely with the Army HQ Business Support Services Quality Mentor in all areas of REME apprenticeship management. Focusing on OTAL and quality of education delivery.</li> <li>3. Through Working Group and Steering Group management boards and assurance activity monitor quality of the programme in accordance with the Education Inspection Framework (EIF) and the Education and Skills Funding Agency (ESFA) funding rules for employer providers. This will include using appropriate data, learner satisfaction surveys and reports provided related to Army training and SP provision which supports Apprenticeship delivery.</li> <li>4. Monitor performance of apprenticeships across the REME.</li> <li>5. Support the management of the REME Quality Improvement Plan (QIP).</li> <li>6. Conduct self-assessment of performance and quality of REME apprenticeships, including the production of a Self-Assessment Report (SAR) and mid-year position statement in accordance with the EIF.</li> <li>7. Support the contracting process for Service Providers and End Point Assessment Organisations and manage their performance against the contract.</li> <li>8. Support the Corps Colonel in representing the REME apprenticeship programme during Ofsted inspections.</li> <li>9. Identify individual development and progression opportunities for apprenticeships across the REME.</li> <li>10. Sponsor new apprenticeship requirements through AA SOP 16 new provision applications, in line with REME whole life development strategy.</li> <li>11. Promote apprenticeships across the REME, wider Army and Defence, as well as during recruitment and selection with potential candidates.</li> <li>12. Ensure appropriate Health and Safety, Inclusivity and Diversity, Safeguarding and Prevent strategies are in place for the apprenticeship programme, whilst ensuring the programme meets the required standard.</li> <li>13. Coordinate REME representation at Trailblazer Groups and assist in reviewing Standards in accordance with Institute for Apprenticeships and Technical Education guidelines.</li> </ol>			

14. Lead on the Identification of REME People for award submissions, in consultation with CC, Units and SP.			
<b>Pre Appt/Deployment Trg:</b> Nil			
<b>Domestic Considerations:</b> Flexible Working pattern available and supported.			
<b>Professional effectiveness</b>	Essential - Initiative, determination and the ability to work to a broad directive. Must be practical, pragmatic and be able to deliver against defined requirements.		
<b>Powers of Communication</b>	Essential - The post holder is required to represent the Corps Colonel, liaise with and influence REME COs, Heads of Arms and Unit reps, build relationships with and influence commercial partners, and engage effectively with stakeholders across Army Pers Pol, APSG Ed Br and with Quality Mentors.		
<b>Judgement</b>	High - Expected to find workable solutions to a wide variety of requirements. Requires credibility, gravity, authority and commitment. Possess moral standards of the highest level. Able to think rationally under pressure and to act on their initiative		
<b>Reliability</b>	High - Creates and grasps opportunities for improvements. Anticipates and resolves problems.		
<b>Education/Training</b>	<b>Type</b>	<b>Pri</b>	<b>Comments</b>
Military Quals	ICSC(L)	Desirable	
Other Quals/Competencies	Technical Training Exp	Desirable	DSAT awareness through experience working within a technical training environment.
	AAP	Desirable	Good working knowledge of Education and Skills Funding Agency (ESFA) apprenticeships.
	CEng / IEng	Desirable	To understand and support Apprenticeships within the wider REME WLD plan.
Education	n/a		
Language	n/a		
<b>Experience</b>			
Service/Arm/OGD	Army/REME	Desirable	Knowledge of REME structures, trade progression and Pers policy. Knowledge of relationship between ITT and apprenticeship programme.
Operational	Deployment	Desirable	Recent Operational experience, or a working knowledge of current overseas commitments.
Staff	Grade 2/3	High	
Command	N/A		
Fields/Trades	N/A		
Environments	N/A		
<b>Other Comments</b>			
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<b>Auth by 2<sup>nd</sup> RO:</b> Col IJ Phillips ADC	<b>Appt:</b> Col REME	<b>E-Mail:</b> jason.phillips148@mod.gov.uk	<b>Date:</b> 14 Mar 23