

JOB SPECIFICATION (2015)		JSN	
Position Title	SO2 Int Apprenticeships	Date Approved	
Unit	HQ INT CORPS	Approved By	
Location	Chicksands, Bedfordshire	TLB	Army HQ
Establishment Type	FTRS HC	Rank/Grade	OF3
Establishment/OET Ref		Service/Type/Arm	Army/E1/INT CORPS
UIN/SLIM/JPA PID		Exch/NATO/JSRL No	
Incumbent	New post	Staff/Command	Staff
E-mail		WTE/MSTAR	No
Phone Number	94649 3123	Manning Priority	TBC
Security Status/Caveats	SC	Assignment Length	36 Months
Reporting Chain	Army	Primary Career Field	Pers
1 st RO	COS INT CORPS	Sub Field 1	
2 nd RO	Corps Colonel INT CORPS	Secondary Field	
3 rd RO	N/A	Sub Field 2	

Unit Role: To deliver support to the moral component of fighting power by providing leadership, direction and guidance to the Corps family by being the custodian and conscience on all Corps matters.

Position Role: The provision of end-to-end supervision, management, and progression opportunities for the INT CORPS apprenticeship programmes on behalf of the Corps Colonel.

Responsibilities:

1. Manage delivery of apprenticeships across the INT CORPS.
2. Work closely with the Army HQ Business Support Services Quality Mentor in all areas of INT CORPS apprenticeship management.
3. Forecast demand for INT CORPS apprenticeships using the RAP, SOTR and other data sources, as necessary.
4. 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.
5. Monitor performance of apprenticeships across the INT CORPS.
6. Create and manage a Quality Improvement Plan (QIP).
7. Conduct self-assessment of performance and quality of INT CORPS apprenticeships, including the production of a Self-Assessment Report (SAR) and mid-year position statement in accordance with the EIF.
8. Support the contracting process for Service Providers and End Point Assessment Organisations and manage their performance against the contract.
9. Support the Corps Colonel in representing the INT CORPS apprenticeship programme during Ofsted inspections.
10. Identify individual development and progression opportunities for apprenticeships across the INT CORPS.
11. Sponsor new apprenticeship requirements through AA SOP 16 new provision applications, in line with INT CORPS whole life development strategy.
12. Promote apprenticeships across the INT CORPS, wider Army and Defence, as well as during recruitment and selection with potential candidates.
13. 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.

14. Represent the INT CORPS at Trailblazer Groups and assist in reviewing Standards in accordance with Institute for Apprenticeships and Technical Education guidelines.			
Pre Appt/Deployment Trg: Nil			
Domestic Considerations: Nil			
Professional effectiveness	Essential - Initiative, determination and the ability to work to a broad directive. Must be practical, pragmatic and be able to deliver against defined requirements.		
Powers of Communication	Essential - The post holder is required to represent the Corps Colonel, liaise with and influence INT CORPS 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.		
Judgement	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		
Reliability	High - Creates and grasps opportunities for improvements. Anticipates and resolves problems.		
Education/Training	Type	Pri	Comments
Military Quals	OFMI	Essential	OPMI/OPTI if Late Entry
	ICSC(L)	Desirable	
Other Quals/Competencies	Instr	High	DSAT awareness through formal qual such as DTC/DTS/DTM
	AAP	Desirable	Good working knowledge of Education and Skills Funding Agency (ESFA) apprenticeships.
Education	n/a		
Language	n/a		
Experience			
Service/Arm/OGD	Army/INT CORPS	Essential	Knowledge of INT CORPS structures, trade progression and Pers policy. Knowledge of relationship between ITT and apprenticeship programme.
Operational	Deployment	Desirable	
Staff	Grade 2/3	High	
Command	SUC	Desirable	
Fields/Trades	OPMI/OPTI	High	Breadth of experience across the Int disciplines highly desirable.
Environments	n/a		
Other Comments			
Originator: Maj S Harlen	Appt: SO2 Pers Pol	E-Mail: stuart.harlen211@mod.gov.uk	Tel: 94649 3123
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