Degree Apprenticeships Compliance Officer – Academic Registry - Grade F

Job Description

Purpose

To support the University in maintaining compliance with the Education and Skills Funding Agency's Funding Rules and requirements. Based in the Student Returns and Data Management Division of Academic Registry, the post holder will work, as part of a wider Registry DA team, with relevant academic course teams and professional services in ensuring regulatory compliance and audit readiness through the establishment and application of effective control and reporting processes. They will provide advice and guidance to course teams on how to comply with the ESFA funding rules and evidence requirements.

You will be responsible for the regular internal auditing of apprentice evidence and records across the University which will involve analysing and evaluating data to provide detailed reports of audit findings and supporting course teams in drawing up action plans for the correction and recovery of any non-compliance incidences identified.

You will also be responsible for the monitoring of key activities such as the referral of learners for Functional skills, the registration of learners on the Digital Apprenticeship Service; contracting with End Point Assessing Organisations and for the collation and verification of Gateway evidence and ensuring the timely registration of learners with external EPAOs as well as contributing to the review and enhancement of compliance related processes and procedures.

The post holder will also work with the Academic Registrar to support the University Apprenticeship Compliance and Operations Group and service its meetings.

Duties

1. Plan, organise and carry out detailed internal auditing of apprentice evidence held in various systems in a regular, routine and systematic way, against ESFA requirements. Support the creation of audit sampling plans, taking into account key compliance and risk areas. Liaise with the course team or relevant professional service to rectify discrepancies or obtain missing evidence.
2. Obtain, analyse and evaluate data and information accurately and use to provide timely, clear and detailed reports and trackers of audit findings for risks, incidences of non-compliance, and compliance to senior management.
3. In liaison with academic and professional service colleagues, support action planning for correction and recovery of incidences of non-compliance and provide follow-up data and reports to Senior Management.
4. To interpret the ESFA funding rules and apply them to the analysis of evidence and data and to provide detailed advice and guidance on the rules to academic course teams and staff at all levels within the University

5. Work collaboratively with academic colleagues and colleagues within relevant professional services towards the achievement of ESFA compliance and contribute to the development and improvement of related systems, processes and procedures.
6. Oversee the data recorded on the Digital Apprenticeship Service (DAS) and ensure alignment with the University's data return.
7. Collate, verify and record Gateway evidence prior to learners proceeding to EPA, oversee the registration of learners with external EPAOs and the uploading of their Gateway evidence and monitor the contractual arrangements with EPAOs for non integrated provision.
8. Work with course teams to ensure the timely referral of relevant learners for the Functional skills programme
9. Attend relevant operational meetings providing updates on progress, processes and issues, as appropriate, and contributing to solutions to such issues.
10. To assist with the coordination and preparation for ESFA audit activities and visits
11. Keep up to date with developments and changes in requirements in relation to the ESFA through engagement with relevant webinars, conferences and forums etc.
12. Work with the Senior Information Analyst (Apprenticeship Returns) to assist with the capturing of data and evidence to support the ILR.
13. Undertake other relevant duties and responsibilities, appropriate to the grade, as may be determined from time to time by the Head of Student Returns and Data Management.

Person Specification

Knowledge, Skills, and Behaviours (Essential)
- Demonstrable evidence of analysing and evaluating quantitative and qualitative data and preparing findings to underpin management reports (Application/Interview).
- Experience of providing advice and guidance on regulatory or compliance related rules, policies and procedures (Application/Interview).
- Experience of working with and developing ESFA or other regulatory compliance related processes and systems (Application/Interview).
- Significant administrative experience ideally in a higher education environment (Application/Interview).
- An undergraduate degree or equivalent in a relevant subject area, e.g. Statistics, Information Management, etc. or significant professional experience plus GCSE maths and English Language (Application).
- Evidence of strong IT skills using different software and systems including use of different student records or portfolio systems (e.g. OneFile/Banner/Maytas) and other digital technologies (Application/Interview).
- Demonstrated ability to quickly assimilate complex information and provide expert opinion, reports, or specialist advice, while offering professional guidance to academic colleagues on regulatory requirements (Application/Interview).

- Ability to work collaboratively with all key stakeholders and colleagues, while also effectively functioning as part of a team and working independently using initiative (Application/Interview).
- High level of skills in using Microsoft Excel for analysis/data manipulation and databases, with the ability to produce, interpret, and present data and high quality written reports for management, in a timely manner (Application/Interview).
- Excellent written and oral communication skills - ability to work effectively and flexibly with colleagues of varying degrees of seniority across the University and to explain complex and detailed information (Application/Interview).
- Evidence of working unsupervised, being solution-focussed, using initiative and making decisions (Application/Interview).
- Strong planning and organisational skills with ability to meet conflicting deadlines, with demonstrable ability to prioritise own workload (Application/Interview).
- Demonstrated awareness of confidentiality, GDPR, and IT security, along with discretion, diplomacy, and tact in handling personal and sensitive information (Application/Interview).
- Commitment to keeping informed of sector changes, with a willingness to continually update skills (particularly IT skills) to remain up to date and make optimum use of available systems and tools (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Supporting all, Creating Opportunity and Being Proud as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)
- Experience of supporting the delivery of apprenticeships (Application/Interview).
- Ability to use SQL for data extraction (Application/Interview).