

JOB DESCRIPTION

<u>Job Title</u>	Apprenticeships and Talent Development Officer
<u>Reports to</u>	Organisational and Cultural Development Manager
<u>Reporting staff</u>	None

Job Purpose

The Apprenticeships and Talent Development Officer is responsible for overseeing the successful implementation and management of the Service's development and apprenticeship programmes, ensuring optimal use of the levy to provide development opportunities in line with government standards.

This role involves staying informed on industry trends to refine strategies and update procedures, managing external training providers and contracts for cost-effective, high-quality apprenticeship and further education programmes.

The Lead will also manage the development pathways and further education process, ensuring budget scrutiny supports talent management, and will develop communication strategies to promote these opportunities, aligning with Workforce Planning priorities. Additionally, the role includes supervising learners, supporting with the delivery of development programmes, overseeing reporting and funding, and supporting the organisation in preparation for reviews and inspections.

Generic Responsibilities/Job Family

Specialist

To provide expert knowledge, advice and support to others within the Service OR to external parties regarding the Service and to ensure the provision of Specialist services in line with Service needs.

To establish, implement and maintain effective procedures and administrative systems including day-to-day financial administration and contributing to administrative planning for the function.

To represent the department/function at meetings and act as Service representative for initiatives as required.

To undertake project tasks or more specialised administrative work relating to the specific function or department.

To manage the collection, maintenance and integrity of data within Service systems and ensure the timely and accurate provision of information.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	Manage the implementation of the service Apprenticeship programme ensuring the levy is used effectively to provide development opportunities for staff in accordance with government apprenticeship standards and requirements.
2	Stay updated on industry developments and initiatives to inform the apprenticeship and further education strategies and update DWFRS Procedures accordingly.
3	Manage external training providers and supplier contracts, ensuring due diligence and cost-effectiveness to ensure that all apprenticeships and further education adhere to best practices, are evaluated, and yield a maximum return on investment.
4	Manage the development pathways and further education process to provide external development and scrutiny of the budget to support the Service's approach to talent management.
5	Manage the communications strategy to promote opportunities for apprenticeships and development pathways across the Service to support strategic Workforce Planning priorities and improve development opportunities for all staff.
6	To supervise a range of learners and adapt approach to provide additional support for both learners and managers of apprentices to enhance the learning experience and successful apprenticeship completion.
7	Facilitate development programmes and support with delivery of leadership interventions to support with the services approach to talent management.
8	Manage the reporting process and funding for apprenticeships to identify trends and manage the levy effectively.
9	To support the organisation in preparedness for internal or external reviews and/or inspections.
10	Undertake individual project work, including research and development of apprenticeship and development programmes and the monitoring of project progression.