

Tempdent Apprenticeship Compliance and Contract Manager
Salary £32,000 - £35,000

Scope

- To manage all aspects of Tempdent's training programmes (including face to face, online/blended learning provision for both long and short courses) ensuring they are running as well as they possibly can, with a smooth efficient service that meets and exceeds the expectations and needs of customers and clients also maintaining financial viability for the business.
- To ensure that all internal staff, external partners and associates are equipped to deliver contractual outcomes and develop the quality of the training provision

Main duties and responsibilities

- To plan and manage current and future programmes including identifying and securing additional sources of funding where required.
- To manage the provision of learner, employer and staff support to maximise retention and achievement of learners.
- To manage the Administration team.
- Coordinate with other departmental managers to ensure the smooth running of delivery programmes and that KPI's are being met and where necessary develop strategies for timely improvement.
- Advise and guide all staff members in best practice and delivery of a high quality, smooth service that meets and exceeds the needs of clients and learners.
- To manage all aspects of the subcontractors.
- To manage transfers between employers in accordance with the funding requirements.
- To manage and be responsible for compliance with all aspects of government funded contracts including meeting all the requirements of the Common Inspection Framework.
- To carry out regular self-assessment, review and audit activity on all aspects of the programme to facilitate continuous improvement
- To help maintain annual self-assessment reports, ongoing development plans and progress reports.

- To review, update and manage existing policies and procedures, as well as create and manage new ones that apply.
- To prepare for and manage all inspection/audit activity carried out by external organisations and agencies.
- To recruit, manage and carry out annual appraisals for the training administration team, ensuring KPI's are being met.
- To contribute towards the planning and be responsible for working within the training department's budget.
- To produce, manage and analyse management information to ensure effective leadership, management, quality assurance and equality of opportunity.
- To chair and coordinate relevant meetings. To ensure that relevant information is gathered and disseminated to all staff, learners and partners.
- To plan and manage learner recruitment, enrolments and inductions.
- To ensure maintenance of fluidity between the recruitment agency and training departments.
- To ensure Tempdent's representation at all relevant funding, awarding body, occupational workshops, training events and meetings.
- To develop an understanding of relevant dental sector and legislative requirements.
- To promote and comply with all current and future Equal Opportunities and Health and Safety legislative requirements.
- To maintain confidentiality of Tempdent, learners and staff information.
- To carry out any other duties reasonably requested.

Qualifications & Experience

	Essential	Desirable
• Experience of working within Work Based Learning programmes	√	
• Experience of meeting funding body contract requirements	√	
• Experience of developing and maintaining effective quality assured systems	√	
• Experience of managing training programmes	√	

Knowledge and Understanding

The successful person will be able to demonstrate knowledge and understanding of:

	Essential	Desirable
• Government funding body contract requirements for Work Based Learning	√	
• The Common Inspection Framework and the requirements of Ofsted		√
• Funding and Awarding Body Requirements		√

Skills and Abilities

The successful person will be able to:

	Essential	Desirable
• Prioritise and plan work effectively	√	
• Meet deadlines	√	
• Work independently and use own initiative	√	
• Manage and work well as part of a team	√	
• Develop and sustain effective professional relationships and networks	√	
• Work effectively with employers, funding, awarding bodies, consultants etc	√	
• Be supportive and sympathetic to learner and staff needs	√	
• Communicate effectively orally and in writing	√	
• Prepare funding bids and tenders		√
• Plan and manage training programmes	√	
• Use office software packages confidently	√	
• Negotiate, motivate, reason, persuade and challenge	√	
• Work to a consistently high standard	√	