

## SECTION A: THE ROLE

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| <b>Job Title:</b>          | Degree Apprenticeship Personal Tutor (Project Management)            |
| <b>Department/Service:</b> | IBIL – Project Management                                            |
| <b>Job Grade:</b>          | Grade 06 Professional Services                                       |
| <b>Job Family:</b>         | Professional Services                                                |
| <b>Job Location:</b>       | Lancaster or Carlisle                                                |
| <b>Responsible To:</b>     | Tri-Partite Review Manager (Degree Apprenticeship Personal Tutoring) |
| <b>Responsible For:</b>    | N/A                                                                  |

### Role Purpose:

To work as part of a team delivering high quality degree apprenticeship provision on the Integrated Project Manager Degree Apprenticeship. The post holder will provide support, advice and guidance to degree apprentices, occasionally visit degree apprentices in the workplace, conduct tripartite reviews with the employee and their employer, act as first point of contact for the apprenticeship learners and assist apprentices with the development of their portfolio of evidence.

The role will act as coach and mentor for the learners, ensuring they are making the required progress with their apprenticeship, helping respond to learning challenges and provide feedback to the employer and programme lead. The role is fundamental to the learner's development of their portfolio and preparation for end point assessment.

You will provide a first point of contact for student welfare issues, and to refer problems where they are more complex or serious. You will work with degree apprentices to ensure that they collect appropriate evidence to demonstrate achievement of competency outcomes in accordance with the professional/regulatory body requirements. You will build and maintain a working relationship with the employer contacts/ supervisors/ mentors/ counsellors to maximise future opportunities and uphold the values and reputation of the University of Cumbria.

You will ensure that the course and degree apprenticeship standards, guidelines and regulations are followed by the degree apprentices and the supervisor / counsellor. Monitor and report on the quality of employer support to ensure that the standards set by the University of professional body/regulatory bodies are met in full. Engage with quality assurance procedures as required to ensure that the University and external standards are met. Participate in external networks, open

days, application events, visits to employers /colleges to promote degree apprenticeship learning opportunities.

## **SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES**

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| <b>1.</b> | Maintain familiarity with relevant apprenticeship and professional body standards.                                                                                                                                                                                                                                                                        |
| <b>2.</b> | Give advice on academic programme structure to apprentices and employers in regards to the relationship between the academic and work-based aspects of the apprenticeship.                                                                                                                                                                                |
| <b>3.</b> | Monitor academic and work-based performance of apprentices, and provide support and interventions as required, in conjunction with the relevant academic team (including programme and module leaders) and employers. This includes the timely and accurate completion of tripartite reviews and making the appropriate referrals where action is needed. |
| <b>4.</b> | Contribute to delivery of University modules that focus on portfolio development under the guidance and leadership of the academic team.                                                                                                                                                                                                                  |
| <b>5.</b> | Organise, attend and document tri-partite supervision meetings for apprentices to address apprenticeship requirements including industry and professional body alignments.                                                                                                                                                                                |
| <b>6.</b> | Maintain accurate and comprehensive records of interaction with each apprentice.                                                                                                                                                                                                                                                                          |
| <b>7.</b> | Prepare annual progress reports in respect of each apprentice.                                                                                                                                                                                                                                                                                            |
| <b>8.</b> | Act as key point of contact between the academic team and the apprentice's employer.                                                                                                                                                                                                                                                                      |
| <b>9.</b> | Pro-actively manage and organise ongoing apprentices' relationship, to maximise prospects of apprentices complying with relevant obligations, including timelines.                                                                                                                                                                                        |

### **Additional Information:**

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

### **Our Values:**

At the University of Cumbria, our values shape the way we work, our culture and environment.

#### *We are PERSONAL*

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

#### *We are PROGRESSIVE*

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

#### *We are ENGAGED*

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

### **Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment,

marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**Health & Safety Statement**

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

| <b>PERSON SPECIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                |                                                                                                                                                                   |
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| <b>Post title:</b><br>Degree Apprenticeship Personal Tutor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Institute:</b> Institute of Business, Industry & Leadership                                 |                                                                                                                                                                   |
| <b>Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Essential / Desirable</b>                                                                   | <b>To be identified by:</b>                                                                                                                                       |
| <b>Qualifications</b><br>Honours Degree (or equivalent) in a subject relevant to project management.<br><br>Accredited by the Higher Education Academy to meet standard two of the National Framework of professional standards for teaching and supporting learning or completion of such accreditation within 3 (full-time) years of commencement.                                                                                                                                                                                                                                                                                                              | Essential<br><br><br><br>Desirable                                                             | Application Form<br><br><br><br>Application Form                                                                                                                  |
| <b>Experience</b><br>Successful experience of coaching and mentoring of learners, ideally apprentices.<br><br>Experience of working in a project related environment or perhaps in a project management role.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Desirable<br><br><br>Desirable                                                                 | Supporting Statement<br><br><br>Supporting Statement                                                                                                              |
| <b>Expertise</b><br>Experience of working professionally in industry for a minimum of 5 years, ideally in an industry that undertakes project work.<br><br>Ability to recognise, apply and evaluate effective learning and teaching methods within the appropriate context, utilising technology wherever appropriate.<br><br>Commitment to engage in and maintain quality systems based on regular and recorded periodic reviews.<br><br>Committed to facilitating students' work-based learning.<br><br>Effective oral and written communication skills including presentational skills.<br><br>Ability to work effectively as part of a team or self-directed. | Essential<br><br>Essential<br><br>Essential<br><br>Essential<br><br>Essential<br><br>Essential | Supporting Statement<br><br>Application Form/Interview<br><br>Supporting Statement<br><br>Application Form/Interview<br><br>Interview<br><br>Supporting Statement |

| <b>PERSON SPECIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |                            |
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| Ability to motivate, coach and support students and have knowledge of individuals learning styles and development needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Desirable | Application Form/Interview |
| Experience of working with apprenticeship learners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           | Application Form/Interview |
| <b>Other</b><br><br>Must be committed to the Safeguarding and promoting the welfare of children, young people and vulnerable adults including: <ul style="list-style-type: none"> <li>• Motivation to work with children</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>• Emotional resilience in working with challenging behaviours</li> </ul><br>Basic Disclosure (via Disclosure and Barring Service) and Clearance required prior to confirmation of appointment offer (successful candidate only) | Essential | Interview                  |
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