



## Job Description - Apprenticeship Lead

**Title:**

Apprenticeship Lead

**Reports to:**

Head of Technician Pathway Development

**Working time:**

35 hours per week up to a maximum of 4 years (requests for part-time and flexible working arrangements including secondments will be considered)

**Working Location:**

Science Council offices, London (with regular UK travel)

**Background**

The Science Council sets the standards for practising scientists, through professional registration. We believe that every scientist has a responsibility to society, and themselves, to work with integrity, keep their skills and knowledge up to date and consider how their efforts affect the world around them.

The Science Council works with science professional bodies to represent the needs of the professional science community. We also license members to award one or more of the Science Council Registers to their own members: Registered Science Technician (RSciTech), Registered Scientist (RSci), Chartered Scientist (CSci) and Chartered Science Teacher (CSciTeach).

**Purpose**

The Science Council along with member bodies are embarking upon an exciting project to support technical pathways into the sciences. Generously funded by the Gatsby Foundation, the project shall seek to embed and align professional registration to apprenticeships, T Levels and Higher Technical Qualifications.

This is a truly collaborative project that involves co-ordinating activities with multiple professional bodies and partner organisations to deliver upon our shared objectives of providing greater status to technicians and technical education.

The project is centred on several key themes, namely; Apprenticeships, T Levels & Higher Technical Qualifications, individuals and employers. We are now looking for an experienced individual to lead on the strand associated with Apprenticeships.

Leading on this project strand the post-holder shall devise and implement strategies to influence the infrastructure of the apprenticeship landscape to embed Registered Scientist and Registered Science Technician standards into relevant apprenticeships. The post-holder will also develop activities and initiatives to influence more individuals to consider technical education as their pathway of choice and develop the processes and support mechanisms to enable them to become professionally registered as a result.

## **Responsibilities**

- Be responsible for building and managing relationships with a number of apprenticeship trailblazer groups.
- Working with the apprenticeship trailblazer groups, ensure the competency standards associated with the professional registers are integrated into the knowledge, skills and behaviours of relevant apprenticeships, thus enabling the apprentices to be working toward registration during their apprenticeship
- Explore, devise and create mechanisms that shall enable apprentices to become professionally registered as a result of their apprenticeship studies. Areas to explore may include how registration assessment could be incorporated into the assessment of the apprenticeship or how any work undertaken in the apprenticeship could be put forward for registration assessment
- Working with colleagues, devise and execute strategies for raising the profile of the professional registers with both current apprentices and graduate apprentices. This may involve the delivery of webinars, events and/or producing literature and establishing distribution channels
- Working collaboratively with colleagues in the Science Council, explore and develop a model that will enable apprenticeship programmes to be accredited for the professional registers. This will involve working closely with professional bodies to develop a model that is mutually agreeable, protects standards and has the potential to be rolled out to other professional bodies whilst ensuring appropriate Science Council governance
- Explore, develop and implement processes for how the Science Council and member bodies may be able to influence End Point Assessments and quality assurance of apprenticeships
- Build strong relationships and work collaboratively with fellow colleagues and external partner/member organisations
- Build strong working relationships with stakeholder bodies, including but not limited to, member/professional bodies, the Institute for Apprenticeships and Technical Education, End Point Assessment Organisations, Department for Education, Education and Skills Funding Agency, employers, training providers and so on
- Influence and be influenced by Science Council and member bodies' governance structures in order to seek common ground and a collaborative approach that is supported by governance and policy
- Provide timely data and progress reports
- Carry out other duties as may be deemed by the Head of Technician Pathways or the Chief Executive

## **The post-holder will also be expected to**

- Develop a good understanding of the professional registers, including the associated standards, qualifying criteria and how they are governed
- Be able to apply knowledge and interrogate/evaluate data to help direct courses of action
- Value the needs and interests of apprentices and technicians

## **Knowledge, skills and experience**

- Demonstrable understanding of the apprenticeship, and technical education landscape, preferably in the sciences
- An understanding of the reform that has been occurring in technical education over recent years including the introduction of apprenticeship standards and the levy
- Experience of building relationships and working collaboratively with external organisations and individuals to foster a team approach to activities in hand
- Experience of managing complex projects and activities, and developing innovative solutions to problems

- An understanding of the needs of technicians and technical job roles
- Experience of being involved with apprenticeship programmes, whether that be as a training provider, employer, professional body or other way
- The ability to work collectively with a number of differing stakeholders
- Being able to influence both internal colleagues and external organisations, whilst maintaining strong working relationships
- Proficient with the use of standard Microsoft packages such as Word, Outlook, Excel and PowerPoint
- Being able to solve problems and anticipate potential issues
- Being able to communicate and present clearly with a range of audiences in both written and verbal formats

**Desirable**

- Experience or knowledge of professional bodies
- Have an awareness of T Levels and Higher Technical Education and any potential linkages to apprenticeships
- An understanding of science employers along with challenges/opportunities facing the science sector
- Some experience or awareness of budgeting and monitoring