

JOB DESCRIPTION

General Details	
Job Title	Contract Administrator
Vacancy Number	VN731
Department	Employer Engagement
Reporting to	Head of Employer Engagement
Responsible for	No direct reports
Place of work	Telford College
Tenure	Permanent
Hours/FTE	37 hours per week
Salary	£22,081
Terms & Conditions	Business Support
Closing Date	Thursday 01 December 2022 : 9:00 am
Interview Date	TBC

The Post:

The Contract Administrator will be responsible for providing an administration service to the employer engagement department, including monitoring and overseeing administration processes, monitoring of training contracts, producing contracts and maintaining the digital apprenticeship service account. Liaising with employers to ensure contracts are returned timely. Keeping accurate records of data for funding to ensure audit requirements are met. The administrator will take an active role in working with external training partners to ensure all data is completed timely in line with college monthly returns.

Main duties and responsibilities:

The successful applicant will be expected to:

Administration Management

- Undertake proactive development and implementation of administrative processes
- administer training contracts for employers
- monitor and maintain the digital apprenticeship service account
- keep up to date records of training contracts to meet audit requirements
- provide regular reports for outstanding contracts and DAS approval for funding
- prepare apprenticeship employer transfer contracts
- Monitor employer health and safety and insurance documents
- Work with MIS and Finance departments to maintain systems and ensure processes are followed for audit requirements
- Monitor employer information using the college CRM system
- Work closely with the Business programme manager to ensure contracts are monitored with sub-contractors and support with quality assurance documents

- Monitor employer feedback and evaluate employer response questionnaires
- Working with MIS ensure destination data is tracked and input for reporting
- Support enrolment of apprentices, distance learning and employability courses to ensure compliance is followed.
- ALS documents are checked and confirmed and submitted to MIS

Financial

- Raise invoices following contract variations
- support contract data and policy requirements for external training provider partners/ sub-contractors
- Work with external training partners to ensure data records are accurate, in line with college monthly returns policy.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Participate in the College's appraisal process and engage in continuous professional development.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.
- Carry out all the duties in the context of the practical application of the College's equal opportunities policy, child protection and safeguarding policy and acting responsibly at

This Job Description is current as the date shown. It is liable to variation to reflect changes in the job.

PERSON SPECIFICATION

Requirements	Essential	Desirable	Evidence
1. Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College		✓	A/C
2. Level 3 Administration / IT or other relevant level 3 qualification		✓	A/C
3. Proficient in the use of Microsoft Office, including MS Excel	✓		A/I
4. Experience of carrying out administrative tasks in a busy office environment working with apprenticeships and business development	✓		A/I
5. Supervisory or management experience		✓	A/I
6. Ability to work proactively and use initiative to taking responsibility for prioritising work	✓		A/I
7. Ability to use IT systems and processes continually improving administrative systems and maximising efficiency	✓		A/I
8. Excellent communication and customer service skills	✓		A/I
9. Excellent organisational skills	✓		
10. Ability to work with others as part of a team	✓		A/I

11. An understanding of and commitment to diversity and equality of opportunity	✓		I
12. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.

