

JOB DESCRIPTION

Job Details:

Job Title:	Career Development Administrator
Band:	Band 3
Location:	Rouen Road, Norwich
Department:	Learning & Development Department – Human Resources
Managerially Accountable to:	Deputy Career Development Manager
Professionally Accountable to:	Career Development Manager

Job Purpose:

The post holder will be responsible for providing administrative support to the Career Development team and associated initiatives that form the Norfolk and Norwich University Hospitals NHS Foundation Trust (NNUH) Skills Academy including; the Apprenticeship Programme, Work Experience, and Pre Employment Programmes. The post holder will be responsible for the co-ordination of the Apprenticeship End Point Assessments for staff undertaking Apprenticeship Standards at the NNUH.

To support the delivery of a high quality, safe and compassionate healthcare service, all staff are expected to act as a role model to others in all aspects of their work and consistently demonstrate NNUH's 'PRIDE' values of People focused, Respect, Integrity, Dedication and Excellence and demonstrate behaviours that support and encourage an inclusive culture.

Overview of Essential Responsibilities:

1. Act as first point of contact for enquiries relating to Apprenticeships and End Point Assessment.
2. Responsible for liaising with the identified Training Provider to monitor the progression of Apprentices ensuring the Apprentice has achieved the Gateway requirements and is ready for End Point Assessment.
3. Responsible for liaising with Managers in all departments across the organisation to organise End Point Assessment activities including;
 - Tests
 - Examinations
 - Professional Discussions

- Workplace observations
- 4. Responsible for creating and maintaining accurate records of Apprentices on an Apprenticeship Standard and associated management information in regards to End Point Assessment.
- 5. Responsible for monitoring the progress of Apprentices undertaking End Point Assessment
- 6. Responsible for producing statistical information on matters relating to the Apprenticeship Programme Work Experience, and Pre Employment Programmes for the Trusts Levy Oversight Group, Workforce Sub Board, Education, Development and Training Committee, Senior Management and other associated Groups.
- 7. Responsible for updating the Skills Academy Social Media accounts and creating content using online design tools.
- 8. Responsible for providing on request information on Apprenticeship End Point Assessment using a variety of methods
- 9. Responsible for responding to routine correspondence and enquiries in an efficient and effective manner in regards to Apprenticeships, Work Experience, and Pre Employment Programmes.
- 10. Responsible for maintaining the computerised and manual filing systems.
- 11. Responsible for updating ESR when Apprentices have successfully completed their Apprenticeship including End Point Assessment.
- 12. Responsible for the organisation and associated tasks of any meetings required in respect of End Point Assessments liaising with all stakeholders.
- 13. Responsible for the production and dissemination of minutes associated with meetings, following up on any action points to ensure outcomes are achieved.
- 14. When requested, carry out all allocated administration relating to the Apprenticeship Programme ensuring that all documentation is fully completed and has the appropriate authorisation.
- 15. When required, attend recruitment and careers fairs offering advice and guidance on NHS Careers and associated Apprenticeships.
- 16. When requested, be responsible for ordering resources and preparing documentation for careers fairs and school events.
- 17. When required provide administrative support for online Work Experience Programmes.

18. When requested, provide administrative support to the Career Development Manager in the organisation including liaising with employees and training providers, organising meetings and taking and distributing minutes.

Specific Additional Responsibilities:

None.

Functional Requirements			
Direct face to face patient contact	No	Blood/body fluid exposure	No
Managing a team who hold professional registrations	No	Prevention and management of aggression	No
Exposure prone procedures (EPP)	No	Crouching/stooping or kneeling	No
Manual handling	Yes	Frequent hand washing/wearing gloves	No
Night working/shift work	No	Chemical sensitisers	No
VDU user	Yes	Noise	No
Driving patients	No	Other (please state)	

Job Specification:

	Means of Assessment	
	Essential/ Desirable	Application Form/ Interview/Test/Ref
Qualifications/training and professional development		
IT qualification or equivalent experience	Essential	Application form/Interview
Advanced Apprenticeship Level 3 Business and Administration / working towards or equivalent experience	Essential	Application form/Interview

Experience		
Previous experience of working in an administrative role	Essential	Application form/Interview
Experience of data input	Essential	Application form/Interview
Experience of working in an education/training environment	Desirable	Application form/Interview
Experience of working within the NHS	Desirable	Application form/Interview
Experience updating Business Social Media Accounts, including Facebook, Instagram, and Twitter.	Desirable	Application form/Interview
Skills, abilities and knowledge		
IT skills	Essential	Application form/Interview
Effective communication/interpersonal skills	Essential	Application form/Interview
Ability to work as an effective team member	Essential	Application form/Interview
Ability to work under pressure	Essential	Application form/Interview
Ability to organise and prioritise own work load	Essential	Application form/Interview
Ability to work independently	Desirable	Application form/Interview
Attitude, aptitude		
Use initiative, motivation and willingness to support others. High degree of integrity, professionalism and flexibility	Essential	Application form/Interview
Effective role model, demonstrating NNUH's PRIDE values of People focussed, Respect, Integrity, Dedication and Excellence	Essential	Application form/Interview
Demonstrates understanding and commitment to Equality, Diversity and Inclusion	Essential	Application form/Interview

Reasonable adjustments can be considered to support disabled candidates in respect of the requirements of this role.

For information regarding general terms and conditions of employment please ask your line manager or Human Resources.

This job description indicates currently the main responsibilities of the post. It is not a complete list and may be amended and developed as necessary in consultation with the manager and post holder. We would aim to reach agreement on any changes, but if agreement is not possible, the Trust reserves the right to make changes to this job description.