

Opportunity for two Apprenticeship Levy Advisors to join the Combined Authority

Apprenticeship Levy Advisor (x2)

Location: Alconbury, Cambridgeshire

Salary: Up to £31,371

Closing Date: 24th September 2019

Hours: Full Time (37 hrs per week)

Contract: FTC for 12 months (with possibility of continuation)

The Cambridgeshire and Peterborough Combined Authority has a bold, ambitious and transformational agenda. We can offer the right candidate a fantastic, fast moving, dynamic and supportive team environment which will include the opportunity to work at the heart of local-decision making. We are looking for someone with the right skills, abilities and talent to help deliver our vision for the future. Providing advice and guidance across the whole of the Cambridgeshire and Peterborough region with particular focus on Fenland and East Cambridgeshire.

Job Purpose

1. To maximize the Apprenticeship Levy into high quality Apprenticeships that meet the needs of the employer.
2. To support the Cambridgeshire and Peterborough Combined Authority's Levy Pooling Service and help facilitate the Levy Pledge and promotion of the Skills Talent Apprenticeships & Recruitment (STAR) Hub
3. Provide support to Levy Employers, Providers and SME's to navigate the Apprenticeship marketplace and to support Levy employers utilize their levy more effectively through levy transfer.

Key responsibilities

1. Actively manage a portfolio of levy paying employers through the Digital Account system, to increase the take up of high-quality apprenticeships
2. To engage with key accounts, at senior decision making levels, to offer skills consultancy to the employer to embed apprenticeships in to their strategic talent management policy – advising employers on strategies to do this and offering expertise on the appropriate standards, frameworks and technical and vocational routes available.
3. To provide expert advice and consultancy on the Apprenticeship Levy, helping employers to understand the impact of the levy on their business. Demonstrating how best they can invest the levy to support excellent return on investment for their business and through sharing the levy transfer to support their sector and the region.

The ideal candidate will have

- Strong background and in-depth knowledge of Apprenticeships, Vocational Qualifications and the FE sector
- Excellent understanding of the regional and national skills agenda
- A knowledge of the various funding streams to support Apprenticeships and Vocational Training, including understanding of the Apprenticeship Levy.
- Knowledge of processes, procedures and tools to support Apprenticeships and utilisation of the levy.
- Good knowledge of the Skills landscape local, regional and national.

In return we are offering a highly competitive salary, opportunities for flexible working and entry into the Local Government Pension Scheme. This will be a challenging, stimulating and rewarding role for a candidate who thrives when taking ownership of their own projects, while being part of a team effort.

To apply, send your CV and a covering letter explaining why you are suited to this role to hr@cambridgeshirepeterborough-ca.gov.uk.

Closing date 24th September 19