

Role Definition

Job Title: Apprenticeship Engagement Advisor
Reporting to: Learning & Development Manager

About the role

Learning and Development at Foster + Partners is delivered using a blended learning approach, to meet the demands of employees and teams across the Practice, in London and our global offices. We offer a variety of ways to learn subjects including workshops, courses, online content, e-learning, video and one-to-one coaching.

Reporting to the L&D Manager, the post holder will work alongside the wider HR team, other business areas including Architectural Studios and key external stakeholders. The main focus of the role will be:

- To establish, implement and maintain the Foster + Partners Apprenticeship Programme.
- To advise on best practice options that encompasses the Apprenticeship Levy initiative.
- To be the main point of contact for all Apprenticeship information for both internal and external stakeholders.
- Manage the end to end project plan and implementation strategy of the Apprenticeships fully maximising the levy pot for the business
- To support the Learning and Development strategy for Foster + Partners across the Global organisation.
- Contribute to a world class Learning and Development function which builds capability in line with the Practice strategy.
- To support and assist employees and teams in the Practice to get more from the current and future learning, training and development on offer.

Responsibilities

- Work with the L&D/HR Team to develop and deliver an apprenticeship programme.
- Identify opportunities for implementation, and help our colleagues to understand the value apprentices can add to their area.
- Manage relationships with a wide range of external partners including government, RIBA/ARB, other Architectural practices, education establishments etc.
- Alongside the education partners, build a robust programme that adds great value and is a recognizable standard.
- Have some involvement in delivering internal workshops, courses and programmes through presentations, facilitating learning in small groups, coaching or online.
- Prepare training materials including documentation, presentations, e-learning and video content (with the support of in house video editing staff).
- Assisting the L & D Manager with the continuous roll-out of employee development programmes.
- Feedback on and input into course material and design.
- Assist with the administration and management of the Learning Management System.
- Working with the L&D Manager to establish training needs and priorities of Foster + Partners.
- To work with colleagues to develop and implement effective induction programmes and materials.
- To arrange, create, produce and distribute training-related material and facilities as required.
- To organise, administrate and set up training programmes and events as required.
- Undertake any other duties as required.

Qualities and Skills required

- To be successful as our Apprenticeship Engagement Advisor, you'll need to be an established apprenticeship expert and:
 - someone who can provide the guidance needed to set up a successful programme
 - someone who has the skills and qualifications to assess apprentices
 - have in depth knowledge of apprenticeships (L6 and L7) and associated processes
 - have experience of running apprenticeship schemes
- Have great communication and influencing skills to quickly get buy-in from the business
- Ability to coach and educate colleagues putting in place the practical understanding required for the scheme to be a success
- Able to demonstrate the ability to undertake the above responsibilities
- Qualified with a relevant professional qualification (CIPD or equivalent) is highly desirable
- Experience in creating and publishing training materials
- Excellent presentation, written, verbal and interpersonal skills
- Exceptionally organised and meticulous
- Sound knowledge of practical learning and development principles and an awareness of current best practice and its implementation
- Has knowledge and experience with a Learning Management and/or Content Management System

This job description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

January 2017