

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Compliance Administrator
EHA1847-0521**

Reporting to: Compliance Manager

Accountable to: Head of Academic Registry

The Post

The post is based in the University's Academic Registry, a central support service that serves to provide high quality administrative systems and services to facilitate the student journey from enrolment through to award conferral.

The primary function of the post is to provide high quality administrative support to enable the University to evidence its compliant delivery of degree apprenticeships. This requires an organised individual with a keen eye for detail who operates with an 'audit-ready' approach to their work.

This is an evolving role and effective delivery will rely heavily on a self-motivated individual with outstanding planning, innovation and communication skills. High-level numeracy skills, attention to detail and the ability to work to strict deadlines are essential.

Duties and Responsibilities

1. To have an excellent understanding of the regulatory environment that governs apprenticeship delivery. Ensuring that this knowledge underpins all aspects of your approach to the role.
2. To keep up to date with developments in the Education and Skills Funding Agency (ESFA) funding rules, and any other relevant regulatory body, which impacts upon apprenticeship delivery.
3. Ensure that appropriate systems and processes are in place to collect the student data required for Individualised Learner Record (ILR) returns.

4. Ensure that the student data required for Individualised Learner Record (ILR) returns is collected in a timely way, and that it is quality assured for accuracy and gaps.
5. Ensure that Individualised Learner Record (ILR) data is evidenced by associated paper-based files and that Evidence Packs, as prescribed by the ESFA, are accurately maintained for all apprentices.
6. Liaise with employers and internal link officers as appropriate to ensure that validated employment related data is collected in a timely way.
7. To work collaboratively with Faculties to facilitate the monitoring of on-programme evidence. Providing a knowledgeable and accessible support role, to ensure service standards are met and excellent working relationships are maintained.
8. Coordinate and deliver events for apprentices such as enrolment and induction, operating to high levels of service excellence.
9. Undertake any relevant operational administration, as determined by the Compliance Manager, covering compliance, monitoring, analysis and reporting as required.
10. Plan, schedule and manage own workload demonstrating independence and good judgement, setting targets to ensure compliance
11. To actively contribute to the development and enhancement of procedures and systems to ensure effective business operations and make recommendations for service improvements based on best practice.
12. To deputise for the Compliance Manager and act as an ambassador of the University when supporting events and attending internal and external meetings.
13. To assist with other designated areas of work as and when required by the Compliance Manager

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme

- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Grade 4, Points 15-18
£21,814 - £23,754 per annum

Hours: 36.25 hours per week

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Compliance Administrator EHA1847-0521

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications				
1	GCSE qualifications in English and Maths (A*-C) or equivalent.	*		A
2	GCSE qualification in IT (A*-C) or equivalent.		*	A
Experience and Knowledge				
3	Experience in using Microsoft Office, including Word and Excel.	*		S/I
4	Knowledge and understanding of ESFA Apprenticeship Performance Management Rules.		*	S/I
5	Experience of working in Higher Education or in a similar complex, regulated public sector environment.	*		A/I
6	Experience of providing advice on and explaining complex administrative procedures.	*		S/I
7	An understanding of the compliance aspects of Degree Apprenticeship programmes.		*	S/I
8	Experience of working within a busy office environment.	*		S/I
Abilities/Skills				
9	Highly numerate and methodical ensuring accuracy and attention to detail.	*		S/I
10	Excellent oral and written communication skills including the ability to establish effective relationships with people at all levels, both internal and external to the organisation.	*		S/I
11	Ability to work unsupervised exercising judgement and initiative and being an effective team member.	*		S/I
12	Ability to plan effectively and work flexibly, often managing competing/conflicting demands.	*		S/I
13	Ability to be creative, use initiative and be proactive	*		S/I

*Method of Assessment

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.