

JOB DESCRIPTION

SECTION 1

BASIC DATA

Job Holder's Name:		Job Title:	Academic Lead: Apprenticeships
Reports to:	Director of Studies	Location:	London/Hybrid
Department:	HE	Job Family:	Academic

SECTION 2

DEPARTMENT STRUCTURE

Please see Appendix A attached.

SECTION 3

OVERALL JOB PURPOSE

(What is the purpose of the job?)

The Academic Lead (Apprenticeships) will provide specialist academic expertise and leadership to develop and deliver innovative courses and programmes that ensure that the LIBF's operational plan is delivered successfully and income targets are met.

The Academic Lead (Apprenticeships) will lead the Academic Community who teach on the Apprenticeship portfolio, and work flexibly and collaboratively with the Apprenticeships Team and other LIBF business areas to ensure the smooth running of the HE programmes within their Portfolio

SIZE/DIMENSIONS

(In what context does this role operate in terms of area of impact, financial budgets and supervision and or management of staff.)

Lead and mentor a group of academic staff

External liaison with key stakeholders including academic, professional, industrial, and public organisations

Thought leadership activities

SECTION 4

PRINCIPAL ACTIVITIES/OUTPUT OF JOB

(This area outlines in more detail the duties of the post holder).

- To deputise for Director of Studies on academic matters
- To take a prominent role in education and curriculum development as Portfolio Leader
- Lead a group of academic staff
- Mentor and support colleagues career development
- Identify trends and new developments in banking and finance
- Support Recruitment/Induction activities
- Work with Faculty, Head of Apprenticeships, and Quality, Policy & Regulation to develop, approve, monitor and review academic programmes
- Continue to enhance apprentice experience in liaison with the Head of Apprenticeships
- To work with peers and the Head of Teaching & Learning Excellence to create innovative teaching and assessment strategies for modern pedagogy
- To work collaboratively with the Apprenticeship Team and wider business areas, such as Learning Provision and Educational Technology on VLE content development ensuring the highest levels of quality at all times
- Contribute to the Annual Monitoring Report in academic areas related to your portfolio
- Communicate with Academic and Professional Services colleagues within the University and externally on matters related to the educational process, relating both to apprentice progress at LIBF and wider issues of pedagogy and higher education policy
- Attend and contribute at Assessment Board meetings to matters relating to your portfolio
- Attend and contribute to committees, such as Learning & Teaching and Student Liaison
- To actively contribute to the Institution's professional and/or thought leadership agenda
- To lead or carry out administrative activities in the Faculty as appropriate
- Undertake teaching, lecturing and/or facilitation (e.g. of online groups) for relevant level modules but also other provisions of The London Institute of Banking & Finance if appropriate (Professional Education)
- Assess the work and progress of apprentices and provide them with constructive feedback
- To support wider HE projects where required

CONTACTS AND INFLUENCE EXERCISED

(Type, number and seniority of contacts, impact of influence)

Wide-ranging impact with senior-level contacts across the business and academic communities.

DECISIONS

Indicate the level which best describes the job holder's involvement in the decision making process:

Follows written and verbal instructions and established guidelines	
Interprets policies & procedures	x
Participates in the establishment of guidelines & procedures	x
Acts as final authority to implement policy, guidelines and procedures that affect strategic goals	

Indicate the statement which best describes the impact of the job holder's decisions:

Restricted to employee's own work	
Has impact on department/directorate* objectives	x
Has impact on The London Institute of Banking & Finance	x

DEFINITION /CLARITY

(The extent to which to job is defined; the clarity of the job's boundaries, levels of uncertainty)

This role is linked to Apprenticeship Programmes and activities, but with links also into other business areas within The London Institute of Banking & Finance.

PERSON SPECIFICATION

Job Title: Academic Lead: Apprenticeships

Reports to: Director of Studies

Department: Academic/HE

Qualifications, knowledge and professional memberships	Essential / desirable?	
Minimum postgraduate qualification (in area related to finance / financial services)	E	
Relevant professional qualification and / or membership of relevant professional body	D	
Technical competencies (skills and experience)	Essential / desirable?	
Experience of degree-level apprenticeships	D	
Excellent understanding of recent and current developments and debates within the financial services sector	E	
Deep knowledge of banking and finance topics	E	
Ability to organise own workload	E	
Good understanding of the key elements of effective teaching, learning, and assessment	E	
IT literate and committed to exploit technology to support learning platforms	E	
Behaviours		
Inclusive collegiate manner		
Self-confident and persevering		
Capacity to earn credibility		
Commitment to The London Institute of Banking & Finance values and vision		
Committed to own CPD, in particular to reviewing to developments in the financial services industry to inform The London Institute of Banking & Finance Thought Leadership Agenda and Programmes		
Comfortable working in a commercial environment		
Core Competencies (this section should contain the level of competency required to carry out this role. Please refer to the competency framework for clarification where needed. Placing a N/A where the competency is not required as part of the job)	Essential / desirable?	Core
Values		
Collaboration	E	C
Adaptability	E	C
Innovation	E	C
Integrity	E	C
Support	E	C
Skills and Experience	Essential / desirable?	Core or Enhanced?
Communicating effectively	E	E
Business thinking	E	E
Developing Yourself	E	C
Getting things done to achieve results	E	C
Digital Capability	E	E
The Customer Experience	E	E
Managing quality and standards	E	E
Applying judgement and taking decisions	E	E

Signed
JOB HOLDER

Date

Signed
LINE MANAGER

Date

Appendix A

