JOB DESCRIPTION

South Downs
National Park Authority

Job title:	**Apprentice Supervisor**
Directorate:	**Corporate Strategy**
Grade:	**3**

JOB CONTEXT/DIMENSIONS/RELATIONSHIPS:

Reports to:	HR Manager
Manages:	SDNPA Apprentices
Liaison with:	All relevant stakeholders, internal and external

JOB PURPOSE:

- Support and assess the work of the apprentices providing pastoral care and encouragement as required
- Contact and build relationships with local employers/contractors/partners etc. to establish training opportunities/placements and identify potential future work opportunities
- Attend careers conventions/networking groups etc. to promote the SDNPA Apprenticeship Scheme

KEY ACCOUNTABILITIES:

- Management and co-ordination of the work-based learning process for the SDNPA apprentice programme

- Deliver, support and oversee functional skills/equipment training and operation to the apprentice rangers

- Ensure all apprentices are able to travel to their designated work bases and placements

- Undertake regular progress reviews and work-based assessments supporting the completion of necessary paperwork and taking appropriate action as required

- Coach and support apprentices to ensure they are confident and competent in the workplace environment

- Develop partnerships with local employers/contractors to increase the opportunities of learning for the apprentices and assist in identifying work opportunities for the future.

- Work with internal colleagues to embed, enhance and develop the SDNPA Apprenticeship Programme.

- Other duties requested by the SDNPA in line with the grading of this post

CORPORATE RESPONSIBILITIES:

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role