

# **Agreements and Contracts Manager (Apprenticeships)**

## **Job Description**

### **POSITION OVERVIEW**

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| <b>Department</b> | Experiential Digital Global Education (EDGE); Innovation Unit (London)   |
| <b>Location</b>   | Devon House, London, Remote-based  |
| <b>Term</b>       | Full-time; Permanent<br><i>(Part-time considered – please state proposed working hours within application)</i>   |
| <b>Salary</b>     | £30,000 - £40,000 per annum, depending on experience<br><i>(Part-time pro rata in line with agreed FTE)</i>  |
| <b>Benefits</b>   | Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional) |
| <b>Start</b>      | May 2022   |

The New College of the Humanities wishes to appoint an Agreements and Contracts Manager to be responsible for the administration associated with various legal agreements and contracts required as part of the EDGE Unit's operation. This will include managing all legal documentation required for our Higher Degree Apprenticeship programmes, ensuring we meet ESFA compliance and audit requirements. You will ideally come from a contracts background with experience of drafting (from template), reviewing, updating, and finalising agreements and contracts. Through your commercial awareness and provision of high quality, diligent and proactive administration you will provide support to the EDGE (London) Senior Management Team and ensure a smooth and effective operation in respect of the Unit's governance and contractual obligations. The role is suitable for remote working, provided the appointee is able to attend the campus for face-to-face work when required.

## Duties and Responsibilities

- Prepare, review, finalise and issue Contracts for Services, Apprenticeship Commitment Statements, Apprenticeship Agreements, Sub-Contractor Contracts, and other such contractual and legally binding agreements as required in operation of the EDGE Unit
- Co-ordinate the drafting of contracts and agreements with relevant internal and external parties, ensuring appropriate workflows to provide smooth, efficient, and timely completion
- Stakeholder management – establishing and maintaining good working relationships with internal and external contacts, ensuring their engagement and adherence to required response times
- Ensuring contracts and agreements are duly signed, sent, and received back with required signature(s) in compliance with external requirements, notably the ESFA Funding Rules
- Provide support as required for Management Information returns - ensuring appropriate, up to date record keeping and archiving of contracts and agreements, essential to ensure compliance in ESFA audit and for wider reporting purposes
- Establish suitable reporting to assist with and demonstrate execution of contractual deadlines and obligations
- Managing contract templates and recommending best practice
- Negotiation of contract/agreement terms, with support from senior leads as required
- Review of Apprenticeship Break-In-Learning (ABIL) options, providing recommendation and ensuring formal signed update to relevant contractual and other documentation where ABIL is agreed
- Review and update of existing contracts and agreements as required for any change in circumstance and ensuring appropriate closure at the end of any contract/agreement period
- Other operational tasks commensurate with this role in support of the Assistant Vice President for Digital Innovation and Enterprise Learning

## About EDGE

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally. The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

## Person Specification Criteria (Essential / Desirable)

### Qualifications

- Honours degree or equivalent professional or vocational qualification and/or extensive relevant administration experience [E]

### Key Criteria

- Experience in contract administration and management and/or extensive administration experience [E]
- Knowledge of the administrative requirements associated with apprenticeship programmes [E]
- Experience working with legal professionals/advisers and knowledge of commercial contract clauses and legal terminology [D]
- Experience working within a Further or Higher Education environment [D]
- Excellent communication (verbal and written) and relationship management skills [E]
- Experience in dealing with numerous external stakeholders with an ability to quickly understand stakeholder concerns, and work flexibility to incorporate solutions that continues to meet internal and external goals and compliance requirements [E]
- Excellent organisation and time management skills, demonstrating an ability to work flexibly and to deadlines while maintaining a high level of accuracy and exceptional attention to detail [E]
- Excellent record keeping and maintenance, with awareness of Data Protection and GDPR [E]

- High degree of professionalism and personal integrity; ability to exercise complete discretion and maintain confidentiality [E]
- Able to work without close supervision and with autonomy but also collaboratively as a team member, being flexible and adaptable, and with a willingness to embrace change [E]
- Resilient, with a can-do attitude and an ability to remain calm and measured under pressure [E]
- High level of competency in the use of IT, especially MS Office [E]
- Willingness and capacity to undertake continuous professional development [E]

### **Application Process**

Applications should be made via [this link](#) by 20:00 on 18<sup>th</sup> August 2022. Please reference your application “**ACM522**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone.

Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.