

# **Compliance & Contracts Manager (EDGE)**

## **Job Description**

### **POSITION OVERVIEW**

<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
<b>Salary</b>	£30,000 - £40,000 per annum, depending on experience
<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>	September 2022

Northeastern University London wishes to appoint a Compliance & Contracts Manager to be responsible for the administration and compliance requirements associated with various legal agreements and contracts under the EDGE Unit's operation. This will primarily involve managing compliance for our Degree Apprenticeship programmes, ensuring we meet ESFA funding rules and audit requirements and submitting monthly ILR returns. You will also be required to support the compliance processes for other funded provision within the department such as the Department for Education's Skills Bootcamp in Service Design and Management. You will come from an apprenticeship compliance background with experience of using learner management systems, submission of ILR returns and use of PDSAT reports. Ideally you will also be familiar with use of The Apprenticeship Service account. Through your compliance experience 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 within apprenticeships and other funded provision. The role is suitable for remote working, provided the appointee can 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
- 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
- Oversee and support the learner enrolment, on programme and end point assessment processes, ensuring all apprenticeship records are fully compliant with ESFA funding rules
- Submit monthly ILR returns to the ESFA, 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
- Monitor PDSAT reports monthly - annotating and actioning any errors reported
- Where errors are noticed to liaise with relevant staff and agree actions to remove any errors
- Oversight of the Apprenticeship Service account making sure apprenticeship funding is being received and highlighting any issues to relevant team members
- Supporting and monitoring the administration and compliance process for other funded income such as Digital Skills Bootcamps
- Support the development of onboarding processes highlighting areas of improvement to increase quality and efficiency
- Stakeholder management – establishing and maintaining good working relationships with internal and external contacts, ensuring their engagement and adherence to required response times
- Support the utilisation of Aptem (apprenticeship e-portfolio), establishing suitable reporting to monitor progress of the learner journey in order to highlight risks and improve efficiency
- Ensure instances of Apprenticeship Break-In-Learning (ABIL) and Withdrawal are processed within the ILR, ensuring adherence to ESFA funding rules
- Other operational tasks commensurate with this role in support of the EDGE Senior Management Team

## 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 and compliance requirements associated with apprenticeship programmes [E]
- Experience of ILR submissions [E]
- Ability to develop reports and analyse data [E]
- Experience in use of Apprenticeship Service Account [D]
- Experience in use of Power BI [D]
- 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 [E]
- 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 16 September 2022. Please reference your application “**CCM822**”. 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.