

# Graduate Apprenticeship Work Based Learning Advisor (2 part-time posts)

Department	Civil and Environmental Engineering ( <a href="http://www.strath.ac.uk/engineering/civilenvironmentalengineering/">www.strath.ac.uk/engineering/civilenvironmentalengineering/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional Services (0.8 FTE) / Knowledge Exchange (0.2 FTE)	Reference No	605406
Reports To	Programme Director	Grade:	7
Salary Range:	£36,024 - £44,263	Contract Type:	Fixed Term (Until 21/08/2026)
FTE	0.9 FTE (0.5 FTE and 0.4 FTE)	Closing Date	20/05/2024

## Job Advert

As a leading international technological university, the University of Strathclyde is recognised for its world class research, knowledge exchange and educational programmes. The Department of Civil and Environmental Engineering is one of the largest and most successful civil engineering departments in Scotland with over 600 students, including 450 undergraduates, 100 taught postgraduates and almost 100 registered research students. We have a strong commitment to widening access and inclusion while maintaining academic quality and an outstanding student experience.

The University of Strathclyde, in partnership with key stakeholders, has led the development of the Graduate Apprenticeship in Civil Engineering (GACE). This degree programme is designed for apprentices employed full-time in an engineering role in industry. Consequently, a significant proportion of student learning will take place in the workplace.

The Department of Civil and Environmental Engineering is seeking to recruit Work Based Learning Advisors with a background in civil engineering, structural engineering, environmental engineering or the construction industry. Your principal duty will be to work as a Learning Advisor who will support the delivery and assessment of the integrated work-based learning elements of the 4-year graduate apprenticeship BEng Honours degree programme. You will be involved in all aspects of the work based learning activities, including the provision of initial apprentice training on the use of the e-portfolio, development of individual learning plans, supporting work based apprentices, and assessment of work based learning activities. You will also be required to establish and maintain effective professional relationships with a range of stakeholders including industry employers, academic staff, and other learning advisors. As an experienced engineering professional possessing a range of technical knowledge and project management experience, you will also contribute to the teaching and assessment of design- or construction-based modules at undergraduate and/or postgraduate level in line with your experience. You will also have the opportunity to work with industry on income-generating knowledge exchange projects in a leading or supporting role, in line with the Department's strategy.

To be considered for the role you should have a background in civil engineering, structural engineering, environmental engineering or the construction industry and ideally be professionally qualified at Incorporated Engineer or Chartered Engineer level. You must also have substantial experience of mentoring, supervising and managing apprentices and/or graduates in industry, including supporting candidates to achieve professional competencies.

You must be able to demonstrate highly developed communication skills in order to work with the University of Strathclyde GACE programme team and communicate effectively with learners, employers and academic staff. You must possess IT skills appropriate to supporting apprentices at a distance. Due to the nature of this role, candidates must be willing and able to work flexibly both in terms of time and location. You will be required to travel to meet apprentices within their place of work and must have a current driving licence with access to own vehicle.

This post is open to those who wish to job share. The appointment is anticipated to begin ideally in September 2022, but later start would also be considered. Please note that this position is split between both Administrative and Professional Services (0.8) and Knowledge Exchange (0.2).

## Job Description

### Brief Outline of Job:

The Graduate Apprenticeship Engineering: Civil Engineering (GACE) is a strategic initiative for the University, and the Learning Advisor role is integral to the successful delivery of this new blended work-based learning degree programme.

The Learning Advisor will support the Programme Director to ensure the efficient achievement and assessment of candidates' work-based learning activities. The appointee will plan, monitor, assess and evidence each GACE apprentice's integrated work-based learning across the 4 years of the degree programme. The appointee will support and mentor the apprentice and work collaboratively with key industry contacts to formalise individual learning plans.

The post holder will work closely with the colleagues in the departments of the Faculty of Engineering and the GACE programme team to support the continued development and evaluation of the University of Strathclyde GACE work based learning model.

The post holder will also undertake one or more knowledge exchange projects, usually under the general guidance of a knowledge exchange/research leader. They will be developing their own or joint knowledge exchange activities including the formulation of objectives and proposals, with assistance as required, and will play a lead role in relation to a specific project/s or part of a broader project, with guidance available from senior colleagues.

### Main Activities/Responsibilities:

#### Administrative and Professional (0.8)

1.	Carry out an initial introduction to the work-based learning curriculum to apprentices including a demonstration of how to operate the e-portfolio online assessment software.
2.	Work with apprentices in planning work-based learning assessments and strategy for evidencing competencies.
3.	Arrange regular meetings with the apprentices and their supervisors (remotely and face-to-face in their workplaces) to discuss progress, and notify the GACE Programme Lead of problems and successes.
4.	Assist apprentices with identifying and recording evidence.
5.	Manage and achieve agreed timescales and targets defined within Individual Learning Plans, and provide feedback to apprentices on work-based learning assessment decisions promptly and at an appropriate time and place.
6.	Encourage, facilitate and maintain communication between the apprentice, their supervisor employer and the academic team.
7.	Contribute to the planning and facilitation of apprentice induction events, workshops, (where appropriate), to support learning and achievement.
8.	Work collaboratively with academic staff to design learning outcomes in accordance with IEng competencies for civil engineers.
9.	Attend team meetings and ensure that quality systems and processes are complied with at all times.
10.	Undertake necessary administrative and recording duties, including communication of own and apprentices' progress and actively as required by the University.
11.	Comply with and promote the University's Health, Safety & Environment, Equality, Diversity & Inclusion, and Welfare & Safeguarding Policies at all times.

#### Knowledge Exchange (0.2)

12.	Contribute to the teaching and assessment of design- or construction- based modules at undergraduate and/or postgraduate level.
13.	Work collaboratively with academic colleagues to design and deliver knowledge exchange projects in a leading or supporting role in line with the Department's strategy.
14.	Participate in running successful CPD events and consultancy activity

15. Join external networks to share information and ideas, identify potential sources of funding and contribute to the securing of funds for knowledge exchange activities.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

- E1 Honours degree in civil engineering or closely related discipline, or significant relevant experience
- E2 Professionally qualified at Incorporated Engineer or Chartered Engineer level or equivalent experience and responsibility
- D1 Other relevant qualifications/awards (e.g. SVQ Assessor or Internal Verifier Qualification)

### Experience

- D2 5 + years professional experience in the civil engineering, structural engineering, environmental engineering or construction industry combining technical and project management roles.
- E3 Substantial experience in guiding early career engineers to achieve professional competencies.
- D3 Experience in supporting candidates to complete work based learning activities.

### Job Related Skills and Achievements

- E4 Ability to build strong effective working relationships with a range of stakeholders across the Engineering Industry and Department.
- E5 Ability to analyse complex information and situations and to recommend potential solutions when required
- D4 Current knowledge of work based learning and/or apprenticeship provision demonstrated through delivery in practice (as a practitioner, assessor, employer or equivalent)

### Personal Attributes

- E6 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.
- E7 Well-organised, effective and efficient approach to professional practice
- D5 A track record of championing best practice in Equality & Diversity.
- D6 A track record of championing best practice in Health, Safety and Wellbeing.

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Neil Ferguson, Senior Lecturer (n.s.ferguson@strath.ac.uk / 0141 548 3181).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional and Knowledge Exchange staff categories can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

## PVG Check

This position involves regulated work, making it a legislative requirement that the successful candidate becomes a member of the Protection of Vulnerable Groups Scheme. If appointed, employment with the University will not be confirmed, until membership of the Scheme has been received. The successful applicant will be precluded from working with protected groups until that time.

## Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

## Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

## Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

## Interviews

Formal interviews for this post will be held on a date to be confirmed.

## Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

## University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

