

HEAD OF APPRENTICESHIPS

Apprenticeships Team
Student and Academic Services

ALC1581

CANDIDATE BROCHURE



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WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority

research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall Centre for Climate Change (Headquarters hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Many UEA scientists, including Professors Corinne Le Quere, Rachel Warren, Robert Nicholls and Timothy Osborn, have played significant roles in the Intergovernmental Panel for Climate Change (IPCC), which was jointly awarded the 2007 Nobel Peace Prize for its efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as Ian McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Gavin Tash, Associate Director of Partnerships via g.tash@uea.ac.uk.

UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



OUR BENEFITS

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Competitive
Rates of Pay



30 Days
Holiday



14 Additional
Statutory and
Customary days



Contributory
Pension



Staff
Development



Sportspark
Discount



Research
Support



Health and
Wellbeing



Library



Campus
Facilities



Care Leave
Policies



Sainsbury
Centre for
Visual Arts



Ofsted
Outstanding
Nursery



And much
more!

Further information can be found on our [Staff Benefits page](#).

THE ROLE

The Head of Apprenticeships will be responsible for working with key stakeholders across the University and external organisations, including local businesses and employers, to lead on the development of new apprenticeship provision to support the growth outlined within the UEA 2030 strategy. The post holder will represent UEA on key external networks to understand and inform how the development of UEA apprenticeship provision can support the skills needs of regional employers and the local economy.

The Head of Apprenticeships leads a customer-focused service that provides expert advice and guidance on apprenticeship funding and regulatory frameworks and supporting processes. They demonstrate professional credibility, strong management skills and have the ability to command respect from their teams and influence in their peer networks both within and beyond the University.

Working collaboratively with peers and colleagues, the Head of Apprenticeships manages the provision of high-quality services, continually improving processes and practices to ensure the Apprenticeship team remains forward-looking, responsive, innovative, and maintains excellent standards of compliance and good practice. This collective effort ensures that strategic priorities, operational objectives, and targets are met.

The Head of Apprenticeships will be responsible for ensuring that all apprenticeship related processes and procedures align with funding and regulatory requirements and leading UEA's response to OFSTED inspections and Department for Education (DfE) funding audits.

The Head of Apprenticeships provides a service to support

the learning, teaching and quality assurance activity, on behalf of the University from registration to graduation.

As a Head of Apprenticeships, you will manage the team to deliver an outstanding 'customer focus' to student and staff teams and our external partners, ensuring that services are effective, agile, responsive, supportive and welcoming.

As Head of Apprenticeships you will collaborate with Schools, Faculties, and University Professional Services. Your role involves managing administrative support for students and staff, ensuring the quality, compliance and standards of degrees, and you may be required to support with overseeing timetables, exams, appeals and complaints.

You will implement education policies, work with academic teams and partners, and provide data reporting to support the Student Experience and Education Strategy. You will lead the development of administrative systems, manage service delivery, and guide staff teams.

You will also work with other Heads to provide leadership across Student and Academic Services.

THE ROLE (CONTINUED)

KEY RESPONSIBILITIES

APPRENTICESHIP DEVELOPMENT

- Lead on development and growth of new apprenticeship programmes which meet employers' needs, including course content and delivery, costing, pricing and legal contracts.
- Prepare and submit tenders for UEA to deliver apprenticeship provision to key public service and NHS organisations.
- Maintain a current understanding of the apprenticeship funding and policy landscape to identify opportunities for growth of UEA apprenticeships to meet our strategic goals.
- Report on business development performance and progress.
- Represent UEA on relevant employer and skills groups to understand employer needs, establish new contacts and reinforce existing relationships.
- Support academics to identify strategic areas of opportunity for degree apprenticeship growth.
- Facilitate discussions between academic colleagues and employers in relation to development of apprenticeship provision.
- Lead on delivering a programme of events to promote UEA apprenticeships.

REGULATORY COMPLIANCE

- Understand national policy, funding and regulatory requirements of the DfE, Ofsted, Office for Students and other key regulatory bodies, acting as the key point of contact.
- Ensure all apprenticeship processes comply with our regulatory requirements ensuring any regulatory changes

to the University's apprenticeship provision are met and the impact is articulated to the key colleagues.

- Lead the regular review and update of UEA regulations, policies and procedures in regard to apprenticeships, ensuring compliance which will be tested by external audit.
- Liaise with key colleagues and departments across the University to maintain an infrastructure to support the delivery of Degree Apprenticeships which ensure regulatory requirements are met.
- Be the University's Ofsted nominee and lead preparations for Ofsted inspections.

LEADERSHIP

- Lead and manage a team delivering learning and teaching services.
- Provide strategic leadership within your functional area.
- Offer advice and analysis to SAS Senior Management and Academic Leadership.
- Develop and communicate a clear vision for the Service aligned with UEA's goals.
- Act as the University's representative at external conferences and Professional Bodies.
- Build and maintain networks with other universities and Professional Bodies.

THE ROLE (CONTINUED)

QUALITY AND STANDARDS

- Plan annual work schedules for operational teams, working closely with stakeholders to establish priorities and in line with the overarching Service priorities.
- Oversee corporate administrative systems, ensuring they meet Faculty needs.
- Develop initiatives and strategies for your functional area and implement these as appropriate.
- Understand and advise on the University's resource allocation mechanisms.
- Understand and contribute as required to the University's 5-year planning process and its financial impact.
- Ensure budgetary management and adherence to University Financial Regulations.

MANAGEMENT

- Lead a positive culture of continuous improvement emphasising agility, flexibility and a focus on students and staff.
- Lead the Apprenticeship team responsible for all professional services support for apprenticeship programmes and the submission of funding returns to the DfE.
- Ensure administrative services meet high standards per University guidelines.
- Line management of the Apprenticeship Manager, ensuring appraisals, setting of objectives and staff development are carried out in a timely fashion.
- Optimise resource use for maximum efficiency and effectiveness.

UNIVERSITY AND OTHER DUTIES

- There will be a requirement for all members of the team to be flexible in undertaking additional or alternative duties commensurate with the grade.
- Contribute to the continuous development and implementation of Student and Academic Services.
- Positively support and promote the University's Values in all aspects of work.
- Abide by all University Regulations and Policies relevant to the role.
- The post holder is bound at all times to observe the strict rules of confidentiality applicable to work in Student and Academic Services.

THE PERSON

EDUCATION AND EXPERIENCE

- Extensive track record of relevant work experience in a similar role (E)
- Proven experience of identifying apprenticeship business development opportunities and developing relevant relationships with employers and contract negotiation and management (E)
- Proven experience of successfully managing a team providing a proactive service within a department or a front facing service (E)
- Proven experience of developing processes, planning and managing activity, monitoring performance and workflows to meet deadlines (E)
- Proven experience of independent proactive, effective working (E)
- Experience of leading change projects (E)
- Experience of successful working across different departments or service areas including leading a project with multiple stakeholders (E)

SKILLS AND KNOWLEDGE

- Understanding of academic staff needs and working environments (E)

- Substantial knowledge of apprenticeship funding, the apprenticeships sector, and the end-to-end apprenticeship journey from enrolment to end point assessment (E)
- Experience and knowledge of Ofsted inspection (E)
- Excellent staff management and leadership skills with a successful track record in recruitment (E)
- Strong communication skills, both oral and written (E)
- Excellent numerical and analytical skills (E)
- Ability to present complex information clearly and with confidence to a wide range of stakeholders and levels within an organisation (E)
- Ability to assess risk and make decisions independently (E)
- Excellent interpersonal skills – with the ability to work sensitively with different people's needs, to engender cooperation and to work collaboratively (E)

PERSONAL ATTRIBUTES

- Commitment to continuous professional development and willingness to learn new skills (E)

- Eager to embrace change and adopt innovative working methods (E)
- Demonstrate the UEA Values & behaviours and work with colleagues to embed them within the team (E)
- Dedication to promoting equality, diversity and inclusion, fostering a supportive and inclusive workplace for all individuals (E)

SPECIAL CIRCUMSTANCES

- Due to peaks of activity, the role holder may be restricted from taking annual leave at certain times of the year (E)
- A flexible approach to work, with a willingness to undertake additional hours at times of peak activity. This may include weekend working, for example registration weekend in September (E)

Essential Requirements (E) are those, without which, a candidate would not be able to do the job.

Desirable Requirements (D) are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

FURTHER INFORMATION

The post is available immediately on an indefinite full-time basis.

Salary will be £48,149 to £55,755 per annum on Grade 8 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

Place of Work - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals. We have a hybrid-working policy which supports a mix of at home and on campus 'hybrid' working for many roles. For the majority of hybrid roles, the expectation is a minimum of 60% of working time will be spent physically present in the workplace.

The flexibility of the hybrid-working policy allows the possibility of some remote working, but it is the expectation that all appointments will be UK based, with any overseas working agreed in advance by exception only.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the Skilled Worker route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact staff.visacompliance@uea.ac.uk

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both

child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment.

Information on the benefits of working at UEA can be found at <https://www.uea.ac.uk/about/working-at-uea>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <https://vacancies.uea.ac.uk/>

The closing date for this role is 11:59pm on **Thursday 12 June 2025**.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place in person on **Thursday 26 June 2025** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

ABOUT STUDENT AND ACADEMIC SERVICES (SAS)

From the first point of registration to graduation and beyond, SAS provides a full range of support for students, the UEA community and partner organisations.

SAS are responsible for delivering student-centred services, building community at UEA and driving an excellent & holistic student experience across the whole student lifecycle.

SAS also oversees the academic regulations and quality management at the University to ensure consistent and equitable learning is provided to UEA students by maintaining and enhancing standards.

The division is comprised of several core elements:

- Student Wellbeing and Support services
- Student community activity and residential life support
- Listening to the voice of the students and closing the feedback loop across the University
- Registry Services and Academic Quality & Assurance
- Careers Services
- Partnerships and Apprenticeships
- Strategy and evaluation of UEA's whole institutional approach to widening access and participation
- Study Abroad Operations and Placements
- Professional Doctorates
- Postgraduate Research
- Student Conduct and Complaints

SAS works in partnership with the Chief Operating Officer and the Pro-Vice-Chancellor Student Experience and Education so that the University maintains and improves its competitive position in delivering an excellent student experience, graduate experience and outcomes.





OUR VALUES

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

- ✦ AMBITION
- ✦ COLLABORATION
- ✦ EMPOWERMENT
- ✦ RESPECT

OUR VALUES (CONTINUED)



AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.



COLLABORATION

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



EMPOWERMENT

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



RESPECT

We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and self-generated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the ‘three pillars’ of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and ‘eco’ products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

OUR INITIATIVES

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter [@SustainableUEA](https://twitter.com/SustainableUEA)



OUR CAMPUS

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



NORWICH

A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <https://www.uea.ac.uk/about/working-at-uea>. Additional information about living and working in the city of Norwich can be found at <https://www.workinnorwich.co.uk/>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prize-winning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

STEPHEN FRY



LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

BY RAIL

LONDON • 2 HOURS

CAMBRIDGE • 1 HR 15 MINS

BIRMINGHAM • 4 HOURS

Many European cities (including Paris and Amsterdam) easily accessible by train

BY ROAD

KINGS LYNN • 1 HOUR

CROMER • 45 MINUTES

SOUTHWOLD • 1 HOUR

BY AIR

NORWICH AIRPORT • 20 MINUTES

STANSTED AIRPORT • 2 HOURS

London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our [website](#).

