

Job Title: Performance and Compliance Assistant	Pay Grade: £20,000 per annum
Normal Place of Work: HCUK and External Contract sites – with frequent inter-site and national travel	Line Manager: Compliance Manager
<p>Role Summary: The post holder will assist the Performance and Compliance Officer in the responsibility for the provision of performance and project management support services within the commercial division and wider college group.</p> <p>To assist the Performance and Compliance Officer to ensure the effective compliance and performance management on a range of existing and new employer responsive contracts with HCUK training. These will include LEVY/Non LEVY Apprenticeships and Adult Skills Budget programmes for Direct Delivery, Sun-Contracted provision, and Apprenticeship Business services contracts.</p>	

Principal Accountabilities:

1. To maintain MIS data for HCUK Training on Apprenticeships, and External Contracts for Adult Skills Budget and Apprenticeship Management Services, including MLP/cash/learner numbers and performance to ensure contracts requirements are effectively monitored.
2. To effectively use a variety of learner management tools including: Docusign, PICS and ESFA ILR Learner Entry Tool for processing enrolments, run FIS reports to identify and correct errors, use the ESFA HUB to submit clean ILR data returns. This will include all Hull College Group relevant tools.
3. To identify, correct, and support External Contracts with continuous cleansing of learner data using HUB reports, BIS Tools, and PDSAT's.
4. Provide support with ensuring Employer AS Accounts are used effectively and assist with the cleansing of double lock errors.
5. To provide forecasts of student starts/completions required to meet but not exceed Maximum Contract Values.
6. Obtain accurate information to update and submit the Provider Sub-Contractor Declaration timely to the ESFA.
7. Assist the Performance and Compliance Officer to provide IAG to Direct Delivery and External Contract teams on performance/compliance issues and standards of evidence required in conformance with ESFA Funding Rules.
8. Support the Performance and Compliance Officer to plan and carry out audits on Apprenticeships, and External Contracts for Adult Skills Budget and Apprenticeship Management Services ensure compliance and manage the risk for Hull College Group.
9. Report anomalies/problems/inconsistencies, and potential high risk issues promptly to the Performance and Compliance Officer.

10. Process Apprenticeships withdrawals to ensure compliance and provide weekly reports for Management.
11. Assist in the planning and delivery of development programmes for teams involved in the delivery of and auditing of Apprenticeships and External Contracts for Adult Skills Budget and Apprenticeship Management Services.
12. To monitor and provide support for special one off projects gained through competitive tendering or other route ways.

Key Relationships

This is a significant post as part of the Group's shared service arrangements. The post holder will be expected to develop and main good relationships with:

<ul style="list-style-type: none"> • Performance and Compliance Officer 	<p>To work closely with the Compliance Officer to ensure the effective compliance and performance management on Apprenticeships, External Contracts for Adult Skills Budget, and Apprenticeship Management Services.</p>
--	--

Generic Management Responsibilities

- To represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities and Safeguarding
- To actively promote and adhere to agreed College values
- To promote innovation
- To participate in the College Annual Staff Performance and Development Review (ASPDR) and contribute to the overall development of Hull College Group staff
- To contribute to the development of the Group's Strategic Development Plan
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level

Person Specification – Performance and Compliance Assistant

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to level 3 or equivalent professional qualification.		x	AF/Cert
GCSE Maths or English at Grade C or above or equivalent	x		
Intermediate IT knowledge/ experience		x	
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience in contract performance and compliance and or project management of publicly funded contracts		x	AF/IV
Understanding of ESFA and ESF funding guidance and requirements including Apprenticeship LEVY		x	AF/IV
Experience of analysing data to monitor performance	x		
Experience of assessing documents for compliance with contractual requirements	x		AF/IV
Experience of collating checking and inputting data onto specific systems to support successful contract management	x		AF/IV
Understanding of education and the related quality assurance processes	x		
Understanding of Data Protection legislation		x	AF/IV
Experience of organising and prioritising own workload.	x		AF/IV
SKILLS AND ABILITIES			
Good oral and written communication skills	x		AF/IV
Excellent interpersonal and networking skills	x		AF/IV
Good planning and organisational skills	x		AF/IV
Good analysis, problem solving and decision-making skills	x		
Good numerical and verbal reasoning skills	x		AF/IV
Ability to use IT at a level commensurate with job role	x		AT
Ability to formulate electronic databases and reports		x	AF/IV
Ability to travel between all of the College's sites	x		AF/IV
Ability to work flexibly, including evening and weekend work	x		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert= Certificate checked at interview