

Kent County Council

Job Description: *Project Officer Quality and Compliance - Bootcamps*

Directorate	Children, Young People and Education
Unit/Section	CLS
Proposed Grade*	KR9
Responsible to	County Education Manager - Subcontracting

Job Purpose:

Lead on quality control and compliance for the Kent & Medway Skills Bootcamps programme. Monitor and support delivery partners and service providers to ensure that high-quality teaching, learning, and assessment, as well as high levels of learner retention, achievement, success, and progression are delivered.

Accountabilities

1. Through regular meetings and contact, support Skills Bootcamps delivery partners and service providers to understand learner eligibility, funding rules expectations and suitable delivery content to align contractual expectations.
2. Take part in commissioning processes and activity required to support tender evaluation and to commission high quality service providers who provide best value. Take part in commissioning processes and activity required to support tender evaluation and to commission high quality service providers who provide best value.
3. Work closely with contracted service providers to monitor and manage activity and undertake quality and compliance assessments in line with programme rules, contractual requirements and KPIs, ensuring that they meet Ofsted quality expectations.
4. Monitor the effectiveness of skills bootcamps services provided by delivery partners over the whole learning experience life cycle including monitoring the quality of course content and teaching through review and evaluation of programmes to enable swift remedial action where necessary to ensure optimum performance. Undertake observations of teaching, feeding back to managers regarding improvements required and action plans to support.
5. Ensure delivery partners provide high quality Careers Education, Information, Advice and Guidance including pre-course and end of course guidance to support positive progression and ensure contractual requirements and expected outcomes are met. 7Develop relationships with employers, partners and other organisations at operational management levels within the relevant and appropriate sectors.

6. Analyse management information and data reports in order to effectively manage partner performance, compliance, maximise available funding, meet and contribute to budget requirements and feed into planning.

7. Develop relationships with employers, partners and other organisations at operational management levels within the relevant and appropriate sectors.

8. Ensure sub-contracted partners comply with and / or operate in accordance with applicable rules, regulations and procedures covering Health and Safety, Safeguarding, Equalities & Diversity, Quality Standards, Prevent, Fairness, Data Protection and Information Governance including General Data Protection Regulations

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Project Officer Quality and Compliance*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	<ul style="list-style-type: none">• Relevant Professional Qualification• Management qualification level 4 or relevant experience• Teaching, Training, Assessor qualification relevant• Holding or working toward an appropriate management qualification or standard
Experience	<ul style="list-style-type: none">• Experience of working in a management position within an education setting, including operational and performance management of staff, and quality assurance• Experience of government funding programmes• Experience of managing (subject) for both qualification and non qualification programmes• Experience of quality assurance and compliance
Skills and Abilities	<ul style="list-style-type: none">• Able to establish and maintain effective working relationships• Be Financially astute• Good presentation and interpersonal skills• Ability to design, develop and implement of learning programmes• Proven skills in ICT, including interpretation and reporting data and reports• Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and resources• Ability to travel is required to meet the provision, delivery and quality requirements for this role• Flexible to work at various times of the day/evening and locations to meet customer need
Knowledge	<ul style="list-style-type: none">• Knowledge of government funding requirements• Awareness of Information Governance, Data Protection and confidentiality issues• Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, Ofsted and other relevant statutory information

Kent Values and Cultural Attributes	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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