



# Administrator (Associate Utilisation)

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<b>Job Title</b>	<b>Administrator (Associate Utilisation)</b>
<b>Department</b>	<b>SFJ Awards</b>
<b>Location</b>	Sheffield Office, with hybrid working available
<b>Pay</b>	£19,200 (£24,000 FTE)
<b>Contract</b>	<b>Permanent</b>
<b>Hours</b>	Part-time 30 hours per week

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## **SFJ Awards**

[SFJ Awards](#) are a regulated Awarding Organisation, delivering high quality qualifications and custom certification for learners through Approved Centres in England, Wales, Northern Ireland, and Scotland. We are also an Apprenticeship End-Point Assessment (EPA) Organisation approved by the Education and Skills Funding Agency to deliver EPA to apprentices for a growing number of apprenticeship standards in England.

SFJ Awards is part of the Workforce Development Trust group, which includes [Skills for Health](#), [Skills for Justice](#) and [People 1<sup>st</sup> International](#).

## **Job Summary**

The purpose of this post is to administer the recruitment, contracting and review processes that we undertake with the range of associates we employ on a contract basis to work alongside our in-house teams to provide assessment, quality assurance, invigilation and subject-matter-expert (SME) advice and information.

This role sits at the centre of our operational delivery and reflects the importance we place on the coordination and management of the associate workforce across qualification and assessment design, development, delivery and quality assurance. The post holder will work under the direction of the Head of Assessment and will liaise closely with the managers of different departments across the organisation to identify and support them to meet their requirements for Associate contracting and deployment.

This role requires someone who thrives on being organised but who can be flexible enough to keep up with developments in a dynamic landscape. An eye for detail is essential, together with excellent communication and IT skills and the ability to build positive relationships with colleagues, customers, and associates.

## **Key Responsibilities**

- Work with recruiting managers to identify their need for Associates and to clarify the person specifications they require to assure Associate suitability for given roles.

- Support the selection and recruitment process of Associates including carrying out onboarding checks.
- Coordinating and maintaining a record of training and CPD undertaken by Associates, including monitoring and progress chasing to ensure Associates are compliant with organizational requirements.
- Administering Associate contractual agreements and payments, in liaison with the managers responsible for Associate deployment and the finance department, ensuring accurate invoicing by associates and effective use of the organisational payment system.
- Maintaining an accurate, complete and up to date register of all associates in use across the organization, including records relating to conflicts of interest.
- Undertake the ordering and tracking of equipment used by Associates whilst working on behalf of the organization.
- Identifying, flagging and working to resolve issues with the recruitment and deployment of Associates, escalating as required.
- Actively contribute to team meetings and the development of documentation and guidance in respect of regulatory and quality requirements for the deployment and coordination of Associates.
- Use Microsoft products, including Teams, SharePoint, Outlook, and Excel as well as in-house systems.
- Carry out other duties as are within the scope, spirit and purpose of the role.

## Person Specification

Criteria	Essential	Desirable
<b>Education and Qualifications</b>		
Degree or diploma level qualification in a subject relevant to administration		x
Experience gained in an administration role	x	
Experience of using finance systems to set up and process purchase orders		x
Mathematics and English Level 2 qualifications (minimum) or equivalent	x	
<b>Knowledge</b>		
Understanding of Apprenticeship Standards, End Point Assessment /or post 16 education environments		x
Understand the importance of accuracy and thoroughness in carrying out administrative tasks, including maintaining clear, accurate, accessible and up to date records	x	
Knowledge of vocational assessment and quality assurance processes and practices		x
<b>Experiences</b>		
Experience of working effectively as part of a team and independently	x	

Experience of working flexibly and meeting required timelines within a dynamic working environment	<b>x</b>	
Experience of working to robust quality assurance requirements in a regulated industry where compliance with externally set rules and attention to detail are essential		<b>x</b>
Experience of building and sustaining effective working relationships with customers and stakeholders from different organisations	<b>x</b>	
Experience of recruiting staff and/or external providers of services/associates		<b>x</b>
<b>Skills and Abilities</b>		
Strong communication, influencing and interpersonal skills	<b>x</b>	
Strong customer service skills	<b>x</b>	
Strong attention to detail and organisational skills with the ability to manage own time and work priorities	<b>x</b>	
Resilience and determination, with the ability to work well under pressure in a dynamic environment	<b>x</b>	
Excellent IT skills to support core functions of the role, including the Microsoft Office Suite Applications	<b>x</b>	
A professional, reliable and responsible attitude to work	<b>x</b>	
<b>Other</b>		
Motivated, enthusiastic and able to work with confidence, using your own initiative	<b>x</b>	
Flexible approach to travel and hours of work	<b>x</b>	
A willingness to learn and a commitment to continued professional development	<b>x</b>	

## Job Description Completion

<b>Name</b>	Candace Miller
<b>Job Title</b>	Managing Director
<b>Department</b>	SFJ Awards
<b>Date</b>	25th October 2022

All job descriptions are subject to review. All post holders are expected to be flexible and prepared to carry out any similar or related duties that do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.

### Safeguarding

The Workforce Development Trust Ltd are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all employees to share this commitment.

### Equal Opportunities

The Workforce Development Trust Ltd are committed to eliminating unlawful discrimination and promoting equality of opportunity. Every employee has a personal responsibility to:



- Ensure their behavior is not discriminatory
- Does not cause offence
- To challenge the inappropriate behaviours of others
- Adhere to the Equal Opportunities policy

### **Health and Safety**

Under the provisions contained in the Health and Safety at Work Act (1974), it is the duty of every employer to:

- Take reasonable care of themselves and for others at work
- To co-operate with The Workforce Development Trust Ltd as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided, including personal protective equipment for Health and Safety or welfare at work

The Workforce Development Trust Ltd will take all reasonable practical steps to ensure your health, safety and welfare whilst at work. If employed, you must familiarise yourself with the Health and Safety policy and Fire Safety rules. It will be your legal duty to take care of your own health as well as that of your colleagues.

### **Confidentiality**

Within this role there will be a need to use or be party to confidential information. The employee may not disclose any information of a confidential nature relating to The Workforce Development Trust Ltd or in respect of which The Workforce Development Trust Ltd has an obligation of confidence to any third party other than where you are obliged to disclose such information in the proper course of your employment or required by law.

The unauthorised use or disclosure of personal information no matter whether in verbal, written, or electronic format, or through negligence, is regarded as misconduct. Employees are expected to act with integrity both inside and outside the work place.

### **Data Protection**

If you apply for a position with the Workforce Development Trust, we will use the information you provide to assist in the recruitment and selection process. Under GDPR, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin and health, amongst other things, is referred to as 'sensitive personal data'.

The Workforce Development Trust takes the security of your data seriously, and will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Workforce Development Trust will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, where necessary, the Disclosure and Barring Service to obtain necessary criminal records checks. The Company has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Workforce Development Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Workforce Development Trust may also need to process data from job applicants to respond to and defend against legal claims.

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is deemed necessary. We will hold details of all applicants until the post applied for is filled. After which, if the candidate is unsuccessful, all documents held will be confidentially disposed of, both electronically and physically. Data will not be held for any longer 3 months of receiving an application. At the end of



that period, your data will be deleted or destroyed. If you wish for your data to be destroyed before this period, you may contact the HR department and request for your data to be deleted. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

### **Other Employment**

You may not without prior permission in writing of The Workforce Development Trust Ltd, be employed or otherwise engaged in any other business, trade or profession, either directly or indirectly in any capacity whatsoever. All job descriptions are subject to review. Post holders are expected to be flexible and prepared to carry out any similar or related duties, which do not fall within the work outlined. The line manager, in consultation with the post holder will undertake any review.