



Apprenticeships Officer

Salary: Band 9, £39,151 - £42,838 per annum, pro rata (£15,660 - £17,135 for 14.8 hours)

Hours: 14.8 hours per week.

The working pattern will be agreed with the successful candidate; however, for service continuity this is expected to be delivered across two set working days per week

Contract: Permanent

Directorate: HR, Legal & Performance – Learning & Development

About the role

The Apprenticeships Officer provides specialist advice and operational support to ensure Portsmouth City Council (including maintained schools) and Gosport Borough Council make effective use of their apprenticeship levy. Working as part of the corporate Learning & Development (L&D) team, the post holder ensures apprenticeship programmes are high-quality, cost-effective, and aligned to organisational workforce development and recruitment needs.

Working 2 days per week, the post focuses on:

Core Responsibilities

- Managing and maintaining the **Digital Apprenticeship Service (DAS)** account for Portsmouth City Council and Gosport Borough Council, ensuring compliance, accuracy of funding arrangements, and timely approvals.
- Supporting directorates to **identify suitable apprenticeship standards**, advising on training routes and progression pathways.
- Commissioning apprenticeship providers through compliant processes, including:
 - Managing the **Dynamic Purchasing System (DPS)**.
 - Using **InTend** to run competitions and publish specifications.
 - Ensuring procurement activity aligns with PCC financial and contractual rules.
- Monitoring provider performance, reviewing progress reports, escalating concerns, and evaluating training quality.
- Supporting the development of **career pathways** and workforce plans that incorporate apprenticeships as a recruitment and development solution (e.g. hard-to-fill roles).
- Providing specialist advice to managers on apprenticeship requirements, funding rules, learner eligibility, and workforce development options.
- Producing reports, dashboards, and updates for senior managers, Employment Committee, and workforce development groups.



- Working collaboratively with Education, Regeneration, and other partners to support the wider local apprenticeship agenda and contribute to outreach activity when required.
- Plan, coordinate and deliver apprenticeship-related events during National Apprenticeship Week. Attend careers fairs, and wider engagement across the city to promote apprenticeship opportunities.

This is a rewarding role that directly supports staff development, organisational capacity, and recruitment into critical roles across the council.

Who is the person?

You will be able to demonstrate:

Knowledge & Experience

1. Understanding of local government services and how apprenticeships support workforce development.
2. Awareness of key legislation and guidance relevant to apprenticeships and local authority services.
3. Experience in project coordination or the ability to approach complex issues logically and systematically.
4. Experience working within a workforce development, HR, training, or education environment.
5. Ability to produce clear written reports and interpret data.
6. Experience commissioning, monitoring or evaluating training provision is desirable.

Skills & Abilities

1. Confident communication skills, including delivering presentations and advising senior managers.
2. Strong IT capability, including Microsoft Office and web-based systems (e.g. DAS, procurement portals).
3. Ability to work to a defined budget and provide monitoring information.
4. Effective research and analytical skills.
5. Strong influencing and negotiation skills with both internal and external stakeholders.
6. Ability to coach and guide managers in selecting appropriate development solutions.
7. Ability to work flexibly as part of a small team, maintaining service delivery in a changing environment.
8. Reflective approach to evaluating training quality and outcomes.
9. Ability to work independently, using initiative and judgement, while escalating issues appropriately.
10. Creativity and innovation in designing or commissioning development solutions.



11. Ability to understand customer requirements and source appropriate, cost-effective solutions.
12. Confidence communicating with a wide range of staff across all levels.
13. Ability to converse at ease with customers and provide advice in accurate spoken English.

Qualifications / Requirements

Essential

1. Relevant experience in apprenticeships, workforce development, learning and development, education, or a related field, or the ability to demonstrate equivalent knowledge gained through practical experience.
2. Experience of supporting learners or employees to develop, for example through coaching, mentoring, advice and guidance, or similar development activity.
3. Strong written and verbal communication skills, with the ability to explain information clearly and produce accurate reports and documentation.
4. A high level of attention to detail and accuracy, with a methodical approach to work, particularly in relation to funding, compliance, and record-keeping.
5. A genuine commitment to supporting people to develop and fulfil their potential, and a strong interest in apprenticeships as a workforce development and recruitment route.
6. Willingness to learn and maintain up-to-date knowledge, including apprenticeship policy, funding rules, and best practice.

Desirable

7. Knowledge or experience of apprenticeship funding rules, the Digital Apprenticeship Service (DAS), or working within a regulated or compliance-based environment.
8. A relevant qualification (e.g. HR, Learning & Development, Education, Careers Guidance, CIPD) or evidence of continuing professional development in a related area.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).