

Job Description

Careers Development Officer

Service:	People Services	Team:	Talent & Performance Careers Team
Location:	County Hall, Preston		
Salary range:	£33,119-£37,563	Grade:	7
Reports to:	Learning & Development Manager (Careers)	Staff responsible for:	0

Job Purpose

The Talent and Performance Careers Team are responsible for implementing the Careers Strategy across all Council Services linked to Service workforce plans, Schools, and the utilisation of Apprenticeship funding, including transfers to external partners. They are also responsible for the management of Apprenticeship Levy Funding, introducing the Council to Government initiatives (i.e., T Levels etc) and the early careers engagement.

Accountabilities/Responsibilities

- Communicating clearly, confidently, and effectively via direct contact with key stakeholders (Head Teachers, Directors, Heads of Service and Managers) to clearly outline the Careers offer which influences workforce planning needs, which includes Apprenticeships/Levy Funding Rules, Graduates, Interns, Early Careers, and placement support available from the Careers Team.
- Promoting the benefits of apprenticeships, liaising, and supporting LCC Service and Schools on the provision of apprenticeship training, including identifying appropriate apprenticeship standards to fit the service's workforce needs and scoping out the requirements that inform procurement exercises and assess financial and failed tender risk (Tenders, Direct Awards and Framework Call-Off).
- Responsible for ensuring work force planning solutions are aligned and consistently reviewed to business needs at a strategic and operational level in conjunction with HR Business Partners, Service and School stakeholders providing expertise on available qualifications, funding, and risk.
- Adhere to LCC procurement rules in the commissioning of apprenticeship training, including research, contribute to invitations to tender writing and assessing bids, understand contract management (i.e., Tenders, Direct Awards, and frameworks).
- Involvement in the development of workforce plans and training needs analysis for LCC services where collaboration is required with Services and Schools that inform decisions where career prospects can be considered as a solution (i.e., Apprentices, Veterans, T Levels, Interns, Graduates, Work Experience Placements etc).
- Monitoring and reporting on apprenticeships including enrolments, progress, breaks in learning, withdrawal, and achievement. Technical knowledge of funding rules to be used to inform decisions and minimise financial risk.
- Provide information, advice, and guidance to individuals (Schools, Services, Staff, and young people) to identify suitable/available qualifications/standards appropriate to roles and skill needs.

- Assisting the Learning & Development Manager (Careers) in preparing for and attending when required, training provider account management meetings and providing updates on progression of learners, assessment, and enrolment of apprentices. Also Chairing smaller account meetings where they are the designated officer for that account.
- Involvement in the recruitment of apprentices for LCC Services and/or Schools, in the form of creating adverts, contributing to business cases, and participating in interview panels when required.
- Assist the Learning & Development Manager (Careers) in researching new and/or trailblazer apprenticeship qualifications that may support the training needs of LCC services.
- Maintain an up-to-date technical understanding of and adhering to, internal and external financial/information requirements (such as DWP funding rules, LCC Audit and Procurement).
- Gather feedback through apprentice/line manager reviews working with training providers, to ensure timely progression and completion of apprentices who may be at risk and the challenges of difficult conversations with senior managers.
- Manage LCC apprentice issues to the point of resolution using escalation where necessary to the Learning & Development Manager (Careers) (i.e., engagement in training, progress, learning support, enrolment, training provider relationships and end point assessments, including failures and retakes).
- Support and mentor other Officers within the Careers team as required, including the Funding and Data monitoring function.
- Be an apprenticeship employer ambassador and support our apprentice ambassadors in the promoting the benefits of apprenticeships, the return on the Councils investment, including participating in careers advice events, information sessions, national apprenticeships week activates and events celebrating the success of apprenticeships.
- Stand in for the Learning & Development Manager (Careers) at local and national apprenticeship meetings, as required.
- Ability and experience to remain abreast of key discussions locally and nationally that may impact on funding, apprentices, or careers such as the introduction of government schemes.
- Support the Learning and Development Manager (Careers) by deputising when required and undertaking any other duties in relation to the provision of apprenticeships and qualifications.

Other

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

Careers Development Officer

All the following requirements are all essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.
Experience
• Working Knowledge and understanding of current DWP apprenticeship funding rules and apprenticeship standards delivery, including 20% off the job training, functional skills, and end point assessments. • Knowledge and/or practical experience of work-based training or learning which could include apprenticeship. • Demonstrated use of IT Systems for the tracking and monitoring of apprenticeship training data.
Essential knowledge, skills & abilities
• Demonstrated organised approach to work and the ability to ensure accuracy of data and the reporting of financial or statistical data. • Ability to work independently using own initiative and as part of a team. • Attendance at meetings, par across the County possibly in remote areas.
Other essential requirements
• Commitment to equality and diversity. • Commitment to health and safety. • Always display the LCC values and behaviours and actively promote them in others. • This is an essential car user post. You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, because of a disability, are unable to drive. Date: August 2026 Note: We will always consider your references before confirming a job offer in writing.