

Job Title: Apprentice Operations Manager (initial 12 months FTC)
Location: GTI onsite at Sky, Osterley with flexible working
Business Area: GTI Recruiting Solutions
Salary: £40-45k



About GTI:

We aim to help students realise their potential in the world of work through technology, content and tools. That's not an easy thing. We believe in understanding students and partnering with employers, universities, schools and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But it's more than that – it's about helping young people discover options, develop and build confidence.

The Role Aim:

GTI have been delivering an end-to-end early talent process for Sky, onsite at their offices for a number of years. We have a strong partnership that continues to evolve and develop.

This is exciting time at Sky and after a successful pilot we are dramatically scaling up our apprenticeship offering across the UK. We need someone to lead this new project as well as manage the team that will support in delivering these schemes. This is an exciting role and rare chance for someone to help shape programmes from the very start.

Reporting into the Head of Recruitment Delivery you will be accountable and responsible for Sky's Apprentice Programmes, working with a team of Recruitment Business Partners and our Attraction and Marketing Manager to attract, assess, onboard and support apprentices into our business.

You will work with a range of business functions across Sky to continue to create an apprentice culture, ensuring successful delivery of hiring requirements. You and your team will manage external relationship with providers to ensure excellence and best practice across all areas, acting as the experts for all things apprenticeships.

As this is an Operations role there is an important focus on data and reporting, forecasting and monitoring diversity and the successful candidate must enjoy working at pace and in volume recruitment.

Person Specification:

- Detailed understanding of the apprenticeship, and technical education landscape, with in depth knowledge of the Apprentice levy (in England and Scotland) and how to utilise the schemes
- Experience of managing complex projects and activities, and developing innovative solutions to problems
- The ability to work collectively with a number of differing stakeholders and suppliers
- Being able to influence both internal colleagues and external organisations, whilst maintaining strong working relationships
- An understanding of the reform that has been occurring in education over recent years including the introduction of apprenticeship standards and the levy
- Confident in presenting a methodology or approach to key stakeholders
- An agile approach to working and demonstrable examples that you are comfortable working in changing situations with fast pace and ability to work across multiple sites throughout the business

- Experience in monitoring diversity and adverse impact in attraction and selection processes
- Understanding of how best to attract diverse apprentices and what channels to use in various locations
- Experienced line manager
- Expert in all things data

Other Information

- 37.5 hours per week Monday to Friday 9.00 – 5.30pm
- 3 month probationary period
- Training provided
- Market leading benefits package: Contributory Pension up to 5% after passing 3 month probationary period, Initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme.

For more information please contact Alex Inett Alexandra.Inett@groupgti.com