**Job Description**

**Job Title:** Learning & Development Apprentice

**Salary Grade:**  Apprentice rate

**Job Family:** Organisational Support

**Directorate:** Performance and Quality

**Job Ref No:**  Apprentice

**Work Environment:** Office

**Reports to:** Practice Education Coordinator

**A. Purpose**

Working across the Company in assisting the HR Manager, Chief Social Worker and Practice Learning Coordinator in implementing the Children’s Workforce Strategy.

**B. Key Responsibilities**

* Assisting the Chief Social Worker, Practice Learning Coordinator and Human Resources Manager in delivery of the Children’s Workforce Strategy;
* Ensuring the TfC training offer is updated and fully communicated to the workforce;
* Promoting the TfC Academy;
* Booking staff onto Training Courses;
* Ensuring that the Practitioners Portal is up to date;
* Booking training rooms and hospitality;
* Sending out joining instructions;
* Keeping records up to date;
* Assist with Apprentice Levy;
* Complete all practical and theory tasks and assignments required for completing level 3 NVQ; In Business & Administration;
* Development of effective working relationships;
* Commitment to learning at college;
* Administration of Training and Development Programmes across the Company HR Service.

**C. Additional Information/Other Requirements**

1. Other duties and responsibilities allocated which are appropriate to the grade of this post.
2. The post will be based within Together for Children’s Performance and Quality Directorate.
3. The post holder will be required on occasion to travel within the City as required to undertake the role.
4. The post will report to the Assistant HR Manager?

**D. Statutory Requirements**

**In line with the Council’s Statutory Requirements, all employees of the Company should;**

Comply with the principles and requirements of the Data Protection Act 1998 in relation to the management of Council records and information, and respect the privacy of personal information held by the Council; Comply with the principles and requirements of the Freedom in Information Act 2000; Comply with the Council's information security standards, and requirements for the management and handling of information; Use Council information only for authorised purposes.

**Person Specification**

**Job Title: Learning & Development Apprentice**

**Essential Requirements**

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|  | **Requirement** | **Method of Assessment** |
| 1. | **Qualifications** – Grade C (Level 4) Maths and English | **Application form/Pre-employment checks** |
| 2. | **Skills and Knowledge**  –  Knowledge of full range of Microsoft Office package | **Application form/Interview** |
| 3. | **Communication (written)** – Able to share information and obtain information from others through written/verbal communications. | **Application form/Interview** |
| 4. | **Listening** – Listens to others to assess requirements in order to respond appropriately and efficiently | **Application form/Interview** |
| 5. | **PC Skills** – Able to effectively use a PC to prepare documents, record information or input data | **Application form/Interview** |
| 6. | Adapt to new ways of working particularly adopting innovative and flexible work methods | **Application form/Interview** |
| 7. | Commitment to Equal Opportunities | **Application form/Interview** |

February 2018