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| **Job Description** |
| **Post title** | Apprentice (Business Services) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Resources |
| **Service Area** | Business Services |
| **Reporting to** | Business Services Team Leader |
| **Location** | Your normal place of work will be in line with the team you support at Horden but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure.This post **is** subject to a Police Vetting Level 2 (NPPV2) |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
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| **Description of role** |

Working within the Council’s Business Services Team, the Business Administrator Apprentice will

Support Business Services in providing a centralised and comprehensive business support service designed to add value to resources as a whole including supporting the Corporate Post Room, day to day financial support, receipting/banking, rail accommodation and flight bookings.

You will also learn the functions of accounts, cashing and recharges, support to the clerk of the Lieutenancy Office, research and information services, ICT support and members payroll and expenses.

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| **Duties and responsibilities** |

* To study and achieve the Business Administrator Level 3 during the duration of the apprenticeship
* Develop the skills to use multiple IT packages and systems relevant to the organisation in order to write letters or emails.
* Learn how to produce accurate records and documents including emails, letters, reports & proposals and make recommendations for improvements and present solutions to management
* Understand the importance of decision making and learn how to make effective decisions based on sound reasoning and deal with challenges in a mature way
* Develop interpersonal skills to be able to build and maintain positive relationships within your own team and across the organisation.
* Learn how to influence and challenge appropriately and become a role model to peers and team members, developing coaching skills as you gain area knowledge
* Develop good communications skills, whether face-to-face, on the telephone, in writing or on a digital platform and use the most appropriate channels to communicate effectively
* Demonstrate the necessary level of expertise required to complete tasks and apply yourself to continuously improve your work.
* Learn how to take responsibility for initiating and completing tasks, managing priorities and time in order to successfully meet deadlines
* Develop skills to use relevant project management principles and tools to scope, plan, monitor and report.
* Ensure appropriate attention is given to your own health and safety, and the safety of your colleagues and visitors, following established procedures.
* Work within current Data Protection requirements, Information Sharing protocols and guidelines.
* To attend training as determined appropriate by the Council in relation to working practices and the Apprenticeship programme.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Either have or expect to achieve 4 GCSE’s at Grades A-C/9-4 or hold an equivalent and relevant qualification
* Ability to achieve Level 3 Business Administrator during the duration of the apprenticeship

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* Administrative qualification
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| Experience | * Use of Microsoft Office applications
 | * Work in an office environment
* Communicating with a range of people
* Use of MS Excel
* Use of Outlook Email
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| Skills & Knowledge | * Ability to follow instructions
* Ability to work in a team
* Ability to work on own initiative
* Good communication skills
* Good IT skills

*.*  | * Knowledge of computer systems
* Health & Safety awareness
* Data protection awareness
* Awareness of the Council’s role
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| Personal Qualities | * Behave in a professional way
* Respect and encourage diversity
* Punctuality
* Positive attitude
* Reliability
* Self Motivation
* Flexible approach
* Open to new ideas and working methods
 | * Feel confident in dealing with queries
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