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| **Job Description** |
| **Post title** | Business Administration Apprentice |
| **Grade** | Apprentice |
| **Service** | Children and Young People’s Services |
| **Service Area** | Education & Skills; Progression & Learning |
| **Reporting to** | Administration Coordinator |
| **Location** | Your normal place of work will be one of the following – Civic Centre Crook or Bishop Auckland Youth Hub 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 an enhanced disclosure. |
| **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. |
| **Relevant to this post** | This post is part funded until December 2023 through the ESF 1.2 DurhamDirections project through the 2014-2020 European Structural and Investment Funds Growth Programme in England. This post will spend 70% of time on DurhamDirections. This post is part funded until 31 December 2023 through the ESF/YEI DurhamWorks 3 project; this post will spend 30% of time on DurhamWorks 3. |

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| **Description of role** |

The post holder will be accountable to the Administration Coordinator and will be supported and mentored to develop in the role by the team. The Apprentice will establish good working relationships with a range of internal and external colleagues and partners.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the

apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve the Business Administrator Level 3 during the duration of the apprenticeship.
* Learn how to receive visitors and refer to appropriate colleagues.
* Develop skills to answer telephones and record messages.
* Word processing, production of reports and preparation of presentation slides.
* Learn how to update and maintain databases and filing systems and photocopying.
* Be able to despatch and receive/open post and other material and ensuring prompt despatch

to appropriate staff.

* Ensuring appropriate support for, and the health and safety of, visitors.
* 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 the management team.

* 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.

*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 | * Hold or have the ability / willingness to work towards and achieve before the end of the Apprenticeship GCSEs in maths and English (grade 4) or equivalent qualifications in the subjects at Level 2
* Ability to achieve Level 3 Business Administrator during the duration of the apprenticeship
 | * IT qualification
* Administrative qualification
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| Experience | * Use of Microsoft Office applications
 | * Experience of dealing with people and/or young people.
* Office administration
* Providing Reception and Clerical
* Support to a range of staff
* Customer Service
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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 Councils role
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| Personal Qualities | * Behave in a professional way
* Respect and encourage diversity
* Punctuality
* Positive attitude
* Reliability
* Self Motivation
 | * Feel confident in dealing with queries
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