

# Organisational Development Officer Apprenticeship

## Person Specification

We will use these criteria to assess your suitability for the job.

### Essential

- Clear motivation for undertaking an Apprenticeship in Business Administration
- Level 2 qualifications in Maths & English (equivalent to a GCSE grade 4 / C or above)
- ICT skills and ability to use Office applications (such as Word and Excel) or similar, and ability to learn how to use other systems such as our Learning Management System
- Ability to work as part of a team to achieve shared outcomes
- Good organisational skills and ability to prioritise work to meet deadlines
- Good verbal and written communication skills
- Interest in workplace support, learning and development, and/or employee health and wellbeing.
- Commitment and enthusiasm to work in a public sector organisation.
- Willing and able to undertake and learning and development required for an apprenticeship and to attend relevant training courses.

### Additional Requirements

- A reference, which should be from your most recent employer if you have one
- Ability to work required business hours
- Bank account for payment of salary
- Flexibility on work location, hours of work and type of job assignments

## Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?