

# Job Profile

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## Apprenticeship Administrator

Grade: Apprentice 2

Date created: May 2012

Date reviewed: March 2017

### About the Job

- To support the delivery of a comprehensive administration and support function to the service area to meet the needs of internal and external customers
- To provide administrative assistance to the department to support the contribution in meeting the business needs of the service area.

### This is what we need you to do...

- To undertake administrative duties to support the business needs of the Team and the wider service area using, where appropriate, computer based systems, to ensure that services are maintained effectively, flexibly and in a timely way so as to enable the service area and organisation to meet service objectives
- To provide support with financial matters including electronic procurement packages, petty cash and accurate recording of purchases for budget monitoring purposes
- To facilitate meetings, seminars and workshops. Including booking rooms / venues, sending invites, preparing agendas and support for meetings as required.
- Diary management where appropriate
- To be responsible for the accurate input and monitoring of records and data onto relevant systems
- Creation and maintenance of filing and recording systems, including statistics and monitoring as appropriate
- To support a systematic approach to the archiving and appropriate disposal of information
- To respond and deal with queries via telephone, email and in person providing a high standard of customer care
- To undertake research as required
- Assist with the response to all customer enquiries and requests for data in accordance with corporate standards and agreed guidelines

- To ensure confidentiality is maintained at all times within in your service area
- To assist with statutory procedures within relevant service area
- To provide administrative support across the Council services to better meet business needs, whilst giving opportunities to the post holder to broaden their skills and experience
- To undertake such other duties related to the work of the organisation as may be assigned that are consistent with the nature of the job and the level of responsibility

### **Special Conditions**

- Assist in the implementation of the organisation's equal opportunities objectives with particular reference to any targets / positive actions set out in the [Fairness & Diversity Strategy]
- To adhere to all organisation Health and Safety policies and procedures and other policies and procedures applicable to employees
- Some positions will be subject to an enhanced CRB disclosure

### **Principal Contacts**

- Senior Managers, Professional Staff Office staff, service users, and members of the public
- Other departments / area offices

### **Monitoring and ongoing development of outcomes**

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the organisation reserves its right to amend or add to the accountabilities listed above.

## **The ideal candidate will have...**

### **Experience**

- Experience of working in a team environment
- Experience of working in an office environment
- Customer focussed internally and externally

### **Knowledge, Skills and Understanding**

- Experience of Microsoft Office Packages, e.g. Word, Excel and PowerPoint
- Excellent telephone skills and manner
- Ability to use the internet in an efficient manner in finding information and undertaking research

### **Education & Qualifications**

#### **Essential**

- Educated to GCSE level in Mathematics and English to Grade C or above plus three additional GCSEs Grades A-C

## **Behavioural attributes**

- Good communication skills both written and verbal
- Good interpersonal skills
- Ability to manage own workload and work on own initiative, dealing with conflicting priorities and able to meet demands of working in a busy office environment through commitment to working to deadlines
- Enthusiastic, self motivated team worker
- Good organisational skills
- Commitment to team working across the service area
- Flexible approach to working and providing administrative support as required