

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Systems & Project Co-Ordinator Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Corporate Project Delivery		
Service Area:	Performance Business Unit		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Corporate Project Delivery Manager		
Responsible for:	N/A		

Role Purpose

To assist in the administration of all aspects of Projects and Programmes.
To provide support the Project Management Software Tools and the governance processes
The role will allow the completion of the Level 3 Apprenticeship qualification in Business Administration

Role Responsibilities

- 1) To assist with the delivery of projects and programmes.
- 2) To assist in the scheduling of Board and management meetings and the production of reports.
- 3) To support the creation of communications for the programme / project
- 4) Administer project management systems ensuring they are kept up to date and assist others in their operation.
- 5) To provide hands on support in delivering projects such as testing, creating user guides, arranging training etc.
- 6) Support the project / programme governance process and ensure it is being followed.
- 7) To collect, collate, analyse and report data relating to projects/programmes

The Apprenticeship will help you develop your

- Organisational skills
- Communications skills
- Team working
- Customer and people skills
- Experience in managing time, data, and projects
- Technical skills around different ICT systems

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Five GCSE grades C - A* (4-9) or equivalent, including English and Maths	A, D
Good IT skills (Word processing, Internet and other Microsoft Office systems skills e.g. Excel, Powerpoint)	A, I
Ability to maintain, update and analyse data	A, I
Experience of report writing and producing Powerpoint presentations	A, I
Good time management, organisational skills and ability to work under own initiative	A, I
Ability to maintain confidentiality and an awareness of the importance of data protection	A, I
Must be customer focused and driven to deliver for customers	A, I
Excellent communication skills, both verbal and in writing	A, I
Willingness to learn and develop new skills	A, I
Commitment to undertaking and completing the Level 3 Business Administration apprenticeship	A, I
Able to travel by own means/public transport to training location and/or other locations for business requirements as and when required	A, I

Desirable Criteria

Assessed By:

The desire to pursue a career within a Project Environment	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

