

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:	Warwickshire Skills Hub Support Apprentice	JEID	X0002
Salary Grade:	WCC Apprentice Salary		
Team:	Economy and Skills Group		
Service Area:	Communities		
Primary Location:	Warwickshire Skills Hub, Eliot Park Innovation Centre, Barling Way, Nuneaton. CV10 7RH		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner (Employability & Skills)		
Responsible for:			

Role Purpose

To support the Lead Commissioner, Programme Managers and other staff with the administrative duties which contribute to the design, development and delivery of projects, programmes, initiatives and campaigns which are delivered by the Employability and Skills team.

Role Responsibilities

To work with the Lead Commissioner, Programme Managers and other staff to ensure that projects and commissioned services deliver commissioning plans, objectives and outcomes.

To assist with the review and verification of grant claims from delivery partners/ WCC grant recipients/ suppliers and the preparation of project or programme claims to funding bodies.

To undertake day-to-day updating of client record management systems and other monitoring systems that track expenditure, outputs, outcomes, impacts, issues and risks.

To support individual projects, initiatives and campaigns that enhance either business and economic growth or skills and employability activity.

To lead on the development and updating of relevant pages on the Council's web site and Intranet pages.

To assist Cost Centre Managers with monitoring expenditure, raising orders and processing payments.

To assist with the set up and establishment of grant agreements and contracts including supporting project inception visits and other due diligence.

To liaise with delivery partners, WCC grant recipients, suppliers, funders and other stakeholders.

To assist with the preparation for external audits from funding bodies, the Government Internal Audit Agency and other agencies including the collation of evidence (procurement, expenditure, outputs, publicity, etc).

To assist with monitoring visits in order to ensure delivery partners/ WCC grant recipients/ suppliers have effective monitoring systems and audit trails in place including by taking notes and minutes.

To assist with the production of evaluation reports for projects and programmes including the collation of client/ partner/ supplier feedback, case studies, performance data and impact evidence.

To help ensure project records are organised and retained in line with document retention requirements.

To deputise for other team members when required.

To undertake any other duties and responsibilities within the range of the salary grade.

The apprentice will be required to undertake the Business Administrator Level 3 Standard.

Business administrators have a highly transferable set of knowledge, skills and behaviours that can be applied in all sectors. The role may involve working independently or as part of a team and will involve developing, implementing, maintaining and improving administrative services. Business administrators develop key skills and behaviours to support their own progression towards management responsibilities.

The responsibilities of the role are to support and engage with different parts of the organisation and interact with internal or external customers. With a focus on adding value, the role of business administrator contributes to the efficiency of an organisation, through support of functional areas, working across teams and resolving issues as requested. The flexibility and responsiveness required allows the apprentice to develop a wide range of skills.

The business administrator is expected to deliver their responsibilities efficiently and with integrity – showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills. The business administrator is also expected to show initiative, managing priorities and own time, problem-solving skills, decision-making and the potential for people management responsibilities through mentoring or coaching others.

The apprentice will be required to keep an electronic portfolio of evidence detailing how they apply the knowledge learned to their daily role and responsibilities. They will be supported by their assessor to

prepare for the End Point Assessment (EPA) to demonstrate their competency as a level 3 Business Administrator.

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).

Key Skills / Essential Criteria

Assessed By:

At least five GCSE grades C - A* (4-9) or equivalent, including English and Maths.	A, I, D
Financial management skills.	A, I
Good interpersonal skills including an ability to work with internal and external stakeholders.	A, I
Good communication skills both in person and writing.	A, I
Highly developed IT skills.	
An ability to work on own initiative including planning and organising work with minimum supervision.	A, I
An ability to work under pressure including meeting deadlines.	A, I
The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.	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):	