

Job Description

For Apprenticeship 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:	Apprentice Business Analyst	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Portfolio Management Office		
Service Area:	Commissioning Support Unit		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	PMO Delivery Lead		
Responsible for:	N/A		

Role Purpose

To provide business analyst support to a range of projects within a programme.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 4 Improvement Practitioner apprenticeship qualification aligned to this role.

Role Responsibilities

To help with the implementation of business improvement and change initiatives across the Council.

To provide hands on support in delivering project deliverables.

To support and assist with business analysis within projects/programmes by producing project documentation, organising and supporting meetings and events and providing administrative support

To assist in the business process analysis, mapping processes and producing process flow diagrams

To write reports and prepare presentations

To research initiatives, information, and business requirements as required

To collect, collate, analyse and report data relating to projects/programmes

To support and assist with customer and stakeholder engagement by preparing and monitoring communication plans and helping to arrange customer/stakeholder workshops and co-production events.

To apply business analysis tools and techniques to support a range of programme and project design

and delivery activity, including risk management and benefits realisation.

The apprenticeship will help you develop your:

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

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:

GCSE passes in English Language and Maths at grade 9 – 4 / A* – C or Level 2 equivalents	A, D
A Level qualifications, and/or a business administration / project support qualification (to NVQ level 3 equivalent)	A, D
Good IT skills (Microsoft Office skills e.g., Word, Excel, PowerPoint)	A, I
Ability to maintain, update and analyse data	A, I
Any 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 confidentially and an awareness of the importance of data protection	A, I
Customer focused and driven to deliver for customers	A, I
Excellent communications skills, both verbal and written	A, I
Willingness to learn and develop new knowledge and skills	A, I
An inquisitive nature	A, I

Desirable Criteria

Assessed By:

A keen interest in the career pathway enabled by this apprenticeship	A, I
Any previous work experience in a customer service and/or office environment	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I

Knowledge of and interest in working for Warwickshire County Council and/or public services	A, I
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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):	