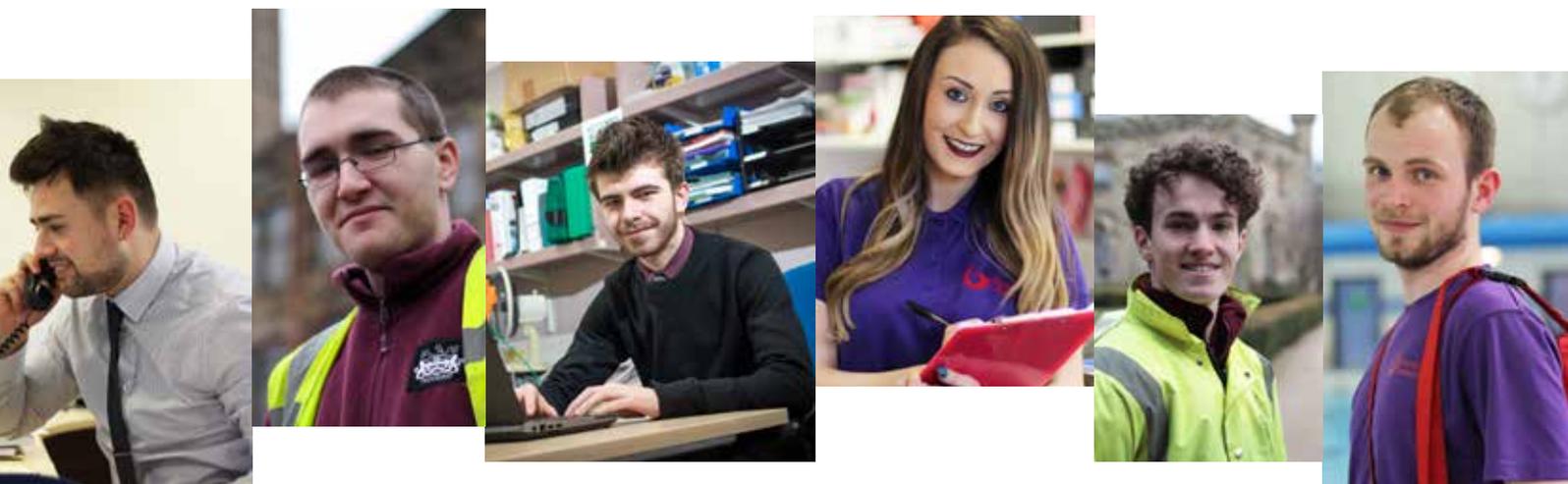


# be an apprentice



Learn and work by studying for business administration apprenticeship at Burnley Council in the Streetscene Unit, supported by Burnley College

## Release your potential



## Business Administration within the Engineering team

You need to (or be anticipated to obtain) 4 GCSEs at level 4 (grade C) or above (inc English) and Maths (minimum grade D) or equivalent.

### Interested?

For full details on how to apply visit [www.burnley.gov.uk/jobs](http://www.burnley.gov.uk/jobs)  
Closing date for applications **9am 22nd July 2019.**

**Interviews week commencing 29th July.**  
**Position start date August 2019.**

**The Council is encouraging applications from 16-24 year olds for this role as this age group is under represented in the workforce.**

"I really enjoyed the combination of working while studying at Burnley College."



**Claudia**, Former Apprentice in Legal and Democratic services

"Go for it. I gained a wide range of valuable skills."



**Jack**, Former Accountancy Apprentice, now Finance Assistant



# Business Administration Apprenticeship

## **Starting at Minimum Wage for 16/17 year olds**

These apprenticeships will enable you to develop a range of administrative and clerical skills, providing you with a valuable basis from which to pursue a future career in one of the many occupations within the public or private sectors. Being able to observe our professionals and supporting the work undertaken will provide you with an understanding of these work areas and help inform your future career choices. Apprenticeship places are available in:

**Streetscene:** This apprenticeship will be based within the Engineers department learning about the work the Council does in construction works to improve the environment.

We also have a potentially exciting opportunity to work in a Business Administration Apprenticeship across various service units within the Council. Please keep your eye on [burnley.gov.uk/jobs](http://burnley.gov.uk/jobs) for near future news on this.

For an informal discussion please contact Victoria Russell, HR Team on **01282 878897**

Interviews will be held week commencing **29th July 2019**.

**Position start date August 2019** subject to satisfactory references and pre-employment medical.



# Working for us

We are an organisation that takes our Investors in People accreditation and the wellbeing of our staff seriously. We work hard to ensure our employees receive the learning and development they need to do their jobs effectively. We have a fair pay and grading system, offer working conditions that support a healthy, work-life balance and encourage positive mental and physical well being through various workplace initiatives. Other benefits include access to a career average salary pension scheme.

Our organisation has a wide range of occupations and career opportunities. So if you want to make a real difference to people's lives and develop a worthwhile career in an environment where value and respect for diversity extends not just to our employees, but to those who use our services then check out the job roles that we have on offer.

We regularly ask our employees how they feel about working for our organisation and they tell us that they are satisfied with how they are managed, with their terms and conditions and with the development opportunities that working for Burnley Council offers them.

## How to apply for a job with us

-  Follow us on [@burnleycouncil](https://twitter.com/burnleycouncil)
-  Like our [/burnley.council](https://www.facebook.com/burnley.council)
- Check [www.burnley.gov.uk/jobs](http://www.burnley.gov.uk/jobs)
- Check [www.jobsgopublic.com/employers/burnley-borough-council](http://www.jobsgopublic.com/employers/burnley-borough-council)

Visit [www.burnley.gov.uk](http://www.burnley.gov.uk) and follow the link to JGP to complete the online application form.

Before making a job application please make sure you have read the guidance notes together with the relevant job description/ person specification. If you cannot find it, please contact us for a copy.

In order to be invited for interview you must be able to show that you meet all of the essential criteria as listed on the person specification. Please use the 'Additional Information' page on your application form to give examples of how you meet each essential criteria.

You can use examples from school, college, work experience, part time work, voluntary work and hobbies or clubs.

We wish you good luck with your application,

The Vacancies Team at Burnley Council  
Email: [vacancies@burnley.gov.uk](mailto:vacancies@burnley.gov.uk)  
Telephone: (01282) 878897

# About us

Thank you for showing an interest in working for Burnley Council. We are responsible for providing a wide range of services that affect the lives of the people who live and work in Burnley and have been steadily improving our performance over a number of years.

The council's main objectives are around the following four themes:

**PEOPLE:** Creating flourishing, healthy and confident communities

**PLACES:** Making the borough a place of choice to live

**PROSPERITY:** Creating opportunities for a secure economic future

**PERFORMANCE:** Continually improving our services

If you work for us, in whatever capacity, you will be contributing to these aims.

We expect all our employees to work to and demonstrate our core values. These were established by our employees and underpin how we deliver our services and direct how we will work with colleagues and partners for Burnley:

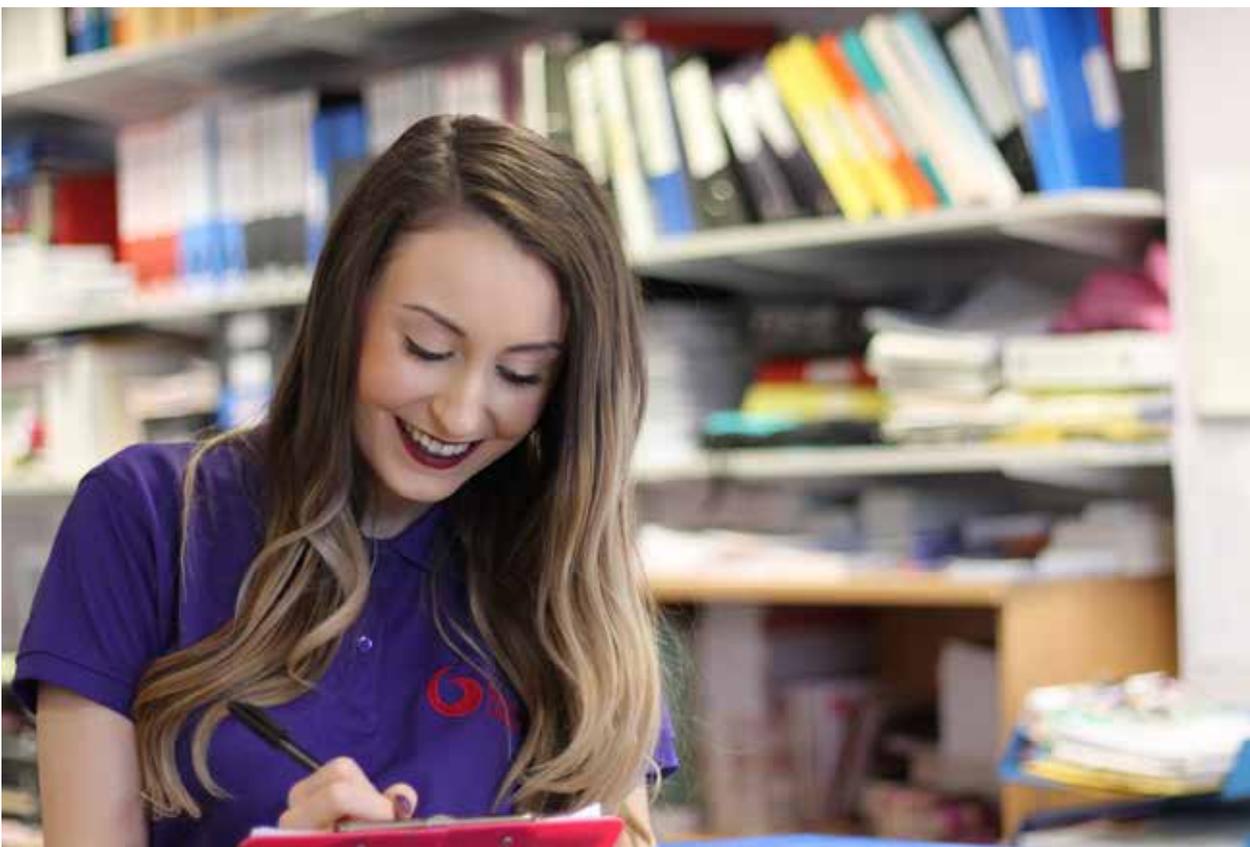
## TEAM

Together – actively promoting Burnley's interests and achievements; working with others to deliver excellence that supports the council's strategic objectives

Enterprising – creating sustainable success through innovation and continuous improvement

Ambitious – making a positive difference; always ready to “go that extra mile” to ensure the best possible service is delivered

Meeting customer needs – putting our citizens first to ensure they receive the highest quality services



# Apprenticeships

We are committed to supporting the development of our citizens and attracting high quality and motivated young people to our organisation. We are also committed to creating a culture of passing on skills and knowledge in order to support skills development for our future.

The Council operates an Apprenticeship Scheme currently in the areas of Business Administration and Horticulture.

The term apprentice can mean different things to different people. For the purpose of this scheme an apprenticeship is a fixed term contract for a period of 1, 2 or 3 years that provides an opportunity to develop skills, knowledge, experience and competences supported by an external training – usually involving day release.

This learning and development opportunity supports the Council's Community Strategy which aims to raise the aspirations of young people in the Borough and the Council's workforce plan.

Our apprentices are inducted into the authority in the same way as all new employees, however additional support/familiarisation is provided through our mentoring scheme.

Recruitment for apprentice positions is normally undertaken in partnership with Burnley College and commences around, but not limited to, April/May each year.

A typical Business Apprenticeship in our Streetscene unit would be as follows:

## **Year 1:**

The apprentice post oversees the 'domestic' daily functions of the unit, e.g. preparing the meeting rooms for business meetings, preparing the booking in/out registers, responding to routine telephone calls and taking messages as required. Routine filing, photocopying, shredding, scanning, faxing, taking newspaper cuttings and responding to routine queries on the database system.

## **Year 2:**

The apprentice post develops so that the post holder has a sound base knowledge of each discipline within the unit, with a particular emphasis on the environmental side of the work, as this is high in volume, plus front line and reactive services. The work covers invoice processing/ gridding/ updating spreadsheets, assisting in the running of daily reports and also assisting with the day-to-day work that comes through.

## **Further Information/Useful Contacts:**

Apprenticeships [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)

Burnley College apprenticeships [www.themis.ac.uk](http://www.themis.ac.uk)

# Benefits and rewards

## Why work for local government?

Local government employees contribute to the local community whilst working in a dynamic, fair and flexible environment. Whoever you are and whatever your background, working in or for local government gives you the opportunity not only to develop your career, but also make a difference to people's lives.

Over recent years we have demonstrated our commitment to modernising our services to meet changing customer demand and also improving our performance through developing our existing workforce and through strategic partnership arrangements. This ensures we continue to deliver quality services and that we maintain and enhance our reputation as an organisation that punches above its weight.

## Working for the Council offers:

### Flexitime

In most cases, flexible working hours will make it possible to vary your start and finish times to balance work and home life. Standard working hours are 36.25 hours per week.

### Local Government Pension Scheme

The Council offers a quality pension scheme to all employees.

### Training and development opportunities

Burnley Borough Council positively encourages and supports personal and professional development.

### Health and Wellbeing

The Council actively promotes employee wellbeing through a range of policies that support work life balance and has a health and wellbeing working group to promote various initiatives to encourage employees to stay well.

### Annual Leave

All staff are entitled to 25 days annual leave pro rata per full year, rising to 29 days after five years continuous service.

### Car mileage allowance

The Council will pay car mileage allowance if you use your car for business purposes at the request of the Council.

### Salary scales (not applicable to Apprentices)

Employees are paid according to locally agreed pay grades using national spinal column points. You will receive an increment (salary increase) on April 1 each year (in addition to any national pay rise) or when you have completed six months service if appointed between October 1 and March 31 provided you are not at the top of the pay scale for your job.

### Sick Pay

We currently pay sick pay in line with national conditions.

More information on working for local government can be found at [www.local.gov.uk](http://www.local.gov.uk)

# Equality and Diversity

The council is a good employer who takes equality and diversity very seriously. We value and are committed to celebrating the diversity of the local population and to providing employment opportunities, facilities and services that are appropriate, sensitive and accessible.

We have a number of corporate strategies relating to equality and diversity, organisational development, and employee health and wellbeing. In practice, examples of our commitment to equality and diversity in employment include:

**Our recruitment processes which are:**

- fair and transparent
- include reasonable adjustments where appropriate for disabled people
- include an interview guarantee scheme for disabled people
- regularly monitored

**Our family friendly policies and procedures – including:**

- flexible working hours
- buying additional leave
- dignity at work
- domestic abuse
- enhanced maternity leave
- maternity support and paternity leave
- parental leave
- special leave
- voluntary reduced working time

In addition, we have a group of fully trained and experienced coaches and mentors to help with employee development needs.

# Learning and development

The Council has an extensive portfolio of learning activity available to all employees.

Every employee is entitled to an annual performance development review which highlights personal learning and development requirements for the next 12 months which are reviewed and evaluated regularly. An extensive array of quality training courses is available in the Council's corporate calendar which is updated annually. All new starters receive a thorough service unit induction and a corporate induction as an important introduction to council life.

The council is proud to invest in its own grown talent and has various networks of internal trainers, corporate coaches, mentors, apprentices and work placements, e-learning authors, assessors, supportive friends, learning and development representatives and continuous process improvement practitioners.

The range of opportunity is always developing and varied as the council actively supports lifelong learning; apprenticeships; skills development and a coaching culture through a variety of methods from courses, coaching activity, shadowing opportunities, secondment, action learning, management and leadership development and talent programmes. The Team Burnley Change Management Programme Board and the Organisational Development Strategy provide the framework for progression for such activity.

Burnley Borough Council takes learning very seriously and is proud of its Investors in People Gold and Champion Status. This involves a commitment to sharing and learning from experiences, encouraging good practice across the region and supporting continuous improvement.

# Work Experience

The Council celebrates the achievements of its employees through its Personal Development Review appraisal process and through the corporate Team awards.

Below are some of the testimonies from Burnley Council and Burnley Leisure staff.

## **Carly Glover - Assistant Parks Officer**

“ I began my life on the council as an apprentice gardener, and then interviewed for the assistant parks officer post, was successful and have since ended up managing my own team, as assistant parks officer. I have undertaken a few course such as: IOSH Managing Safely, almost complete ILM Level 3 in Leadership and Management, RoSPA Playground Operational course, Level 2 in Horticulture, driving lessons and test, low level access training etc. I really enjoy assisting with events management and managing my playground team. Burnley Council is a great place to work as it offers a variety of opportunities to better your own personal development and also in furthering your career.”

## **Jordon Anforth - Sports apprentice promoted to recreation assistant and now supervisor**

“The apprenticeship provided me with a high standard of education as well as an amazing work environment where I was constantly able to learn more and more about the career I wanted to go into. With my employers, I was able to learn different aspects of the jobs and gain more valuable experience as well as going onto different courses to further my knowledge, which gave me the boost when heading out into the leisure industry. I am constantly provided with support and encouraged to go as far as I can to get the best out of myself and to learn more and more to give me the best chance of an excellent career in this field.”