

1. **JOB TITLE**

Job Title: Business Administration Apprentice (2 posts)

Reports To: Cabinet Policy Advisors

Service: Leadership Office

2. **JOB PURPOSE**

This is a junior role, supporting a programme of work, study and training designed to develop skills and abilities to achieve a Level 2 or 3 Business Administration Apprenticeship.

The role will support the work of the council by contributing to the delivery of services and projects allocated and supported by a supervising manager.

This is an entry level position where the role holder is given the opportunity to learn about business administration through learning on the job and formal study.

The role will require you to model the council's values and behaviours across the service.

3. **PRINCIPAL ACCOUNTABILITIES**

Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised Apprenticeship or another qualification.

To develop a working knowledge of Surrey County Council's employee rights and responsibilities in line with the requirements of the Apprenticeship standard or agreed qualification.

Provide a high quality standard of performance so that the service operates efficiently and smoothly, whilst ensuring confidentiality.

To work closely with other team members to assist in a range of projects and service development, for which training and supervision will be provided, to include assisting with diary and inbox management, helping to organise events and workshops, meeting and greeting visitors, meeting preparation and support, helping to answer correspondence, maintaining contact lists and filing systems, and other ad hoc projects to benefit the service.

Through personal example promote the values and behaviours (including equalities) that underpin the organisational strategy of the County Council.

4. WORK CONTEXT

The Leadership Office provides high quality administrative and organisational support to the Corporate Leadership Support Team, and the Leader of the Council and Cabinet Members.

The apprentice will be responsible to their manager, and will be required to carry out a range of duties to develop skills and confidence.

The apprentice will be a team player, have a mature outlook and a 'can do' attitude. Whilst working closely with a buddy / mentor, we encourage innovative thinking and an enthusiasm for learning.

Please note that Surrey County Council will be moving its HQ to Woking from summer 2020. Precise dates to be confirmed.

5. DIMENSIONS

Financial:

None

Non- Financial:

Under supervision you may be required to liaise with Surrey County Council managers and employees in a helpful and sensitive manner.

6. PERSON SPECIFICATION

Education, Training and Work Qualifications:	Method Of Assessment
Have two GCSEs grade A to C or equivalent; preferably including Maths and English (you can still apply if you don't have GCSEs, but you would need to complete functional skills lessons during your apprenticeship)	Application Form
Knowledge:	Method Of Assessment
The main requirement is a willingness to learn and the motivation to succeed	Application Form / Interview
Skills and Abilities:	Method Of Assessment
IT Literate - able to use information, communication and office equipment.	Application Form / Interview

Skills and abilities to communicate with others appropriately within the work context.	Interview
Prepared to follow instructions, whilst working quickly and accurately and ensuring attention to detail.	Assessment / Interview
Excellent writing skills with sound knowledge of punctuation and grammar.	Assessment / Interview
Relevant Experience:	Method Of Assessment
Ability to work with others	Application Form / Interview
Able to demonstrate experience of participating in project work.	Application Form / Interview
Able to demonstrate sound interpersonal skills and sustain effective relationships.	Application Form / Interview
Knowledge of safeguarding where vulnerable adults maybe enrolling on the programme.	Application Form / Interview
Other Requirements:	Method Of Assessment
Self-Motivated.	Assessment/ Interview
Ability to work under own initiative.	Interview
Reliability, commitment and punctuality	Assessment/ Interview
Work towards, or have an understanding and practical knowledge of Equality and Diversity and how we work together and deliver services.	Interview