

JOB DESCRIPTION

POST TITLE: PEOPLE SERVICES OFFICE APPRENTICE
POST NUMBER: PP07
DEPARTMENT: PEOPLE SERVICES
RESPONSIBLE TO: PAYROLL, COORDINATORS AND SYSTEMS MANAGER

KEY CORPORATE ACCOUNTABILITIES:

To provide a support service to the People Services team and to undertake duties that may be assigned by the Line Manager.

KEY SERVICE ACCOUNTABILITIES:

1. To provide People Services and administration support across a full range of duties.
3. To provide administrative support to People Services with support for recruitment and entering applicant details into the HR/Payroll system.
4. Maintain accurate manual and computerised records to facilitate the efficiency and effectiveness of the service; to include inputting data onto the systems used within people services.
5. To undertake general office duties such as scanning and photocopying as required.
6. To maintain a level of competence in the use of computer technology to enable the use of a variety of in-house systems.
7. To assist with producing correspondence using standard templates.
8. To undertake any other duties as may be assigned or required by the People Services team.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY: The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

RISK MANAGEMENT: All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Group Manager or Senior Manager.

DATA PROTECTION: It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SINGLE EQUALITY SCHEME: The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS: The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

PERSON SPECIFICATION

CATEGORIES	ESSENTIAL	DESIRABLE
Qualifications and Experience:	<ul style="list-style-type: none"> • Good standard of Education including Maths and English • Willingness to work towards a Level 3 Business Administration qualification. 	<ul style="list-style-type: none"> • None
Knowledge and Expertise:	<ul style="list-style-type: none"> • IT skills using MS Office, particularly Outlook, Word and Excel 	<ul style="list-style-type: none"> • None
Skills:	<ul style="list-style-type: none"> • Good written and oral communication skills, eg ability to speak with a range of people from all walks of life • Ability to follow instructions and organise yourself to complete tasks fully and on time • Ability to check for accuracy and give attention to detail 	<ul style="list-style-type: none"> • None
Personal Attributes:	<ul style="list-style-type: none"> • Ability to work effectively as part of a team • Willing to develop knowledge and experience • Committed to equality of opportunity and understanding diversity issues 	<ul style="list-style-type: none"> • None

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Date: July 2024