

## **North East Derbyshire District Council**

### **People Directorate**

#### **Human Resources & Organisational Development Apprentice**

- National Living Wage – from £4.20 to £7.83 per hour (age dependant)
- Hours: 37 per week
- Location: North East Derbyshire District Council Offices, Wingerworth
- Closing Date: 31st October 2018
- Interviews: 8<sup>th</sup> November 2018

Would you like to learn new skills and join a friendly team, working in a busy and diverse environment?

If so we want to hear from you.

We are looking for someone with enthusiasm, good communication skills and attention to detail. You will need to have an interest in supporting business operations, IT systems and working with a wide range of people. Due to the nature of the service, you will need to be aware of the importance of confidentiality and be able to use discretion when the time is right.

In return, you will receive training, the opportunity to gain qualifications and valuable experience to help you develop your career.

#### **Contact Details**

For an informal chat regarding this vacancy please do not hesitate to contact:

Peter Wilmot, HR Business Partner on Tel (01246) 217137 or [peter.wilmot@ne-derbyshire.gov.uk](mailto:peter.wilmot@ne-derbyshire.gov.uk), or visit our office at Mill Lane, Wingerworth for a chat about this Apprenticeship post.

#### **Application Pack**

If you are interested in this post please go to the Jobs page on the NEDDC website

<http://jobs.derbyshire.gov.uk/northeastderbyshire/>

Alternatively, if you would like an application pack, please:

- Telephone the Contact Centre on 01246 217640
- Or email [connectne@ne-derbyshire.gov.uk](mailto:connectne@ne-derbyshire.gov.uk)

Please return completed application form to HR & Payroll, North East Derbyshire District Council, District Council House, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG.



## PERSON SPECIFICATION

<b>Post Title:</b> HR & OD Apprentice	<b>Section:</b> HR & OD		
<b>Directorate:</b> People			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>Office systems and processes</li> <li>What's involved in Human Resources and related business operational activity</li> </ul>	a & i		
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>4 GCSEs or equivalent – including English and Maths Grade C and above.</li> </ul>	a, i & c		
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Successfully completing project work</li> <li>Working in a team</li> </ul>	a & i	<ul style="list-style-type: none"> <li>Previous work experience in an administrative environment</li> </ul>	
<b>Skills</b>			
<ul style="list-style-type: none"> <li>Oral and written communication skills</li> <li>Good attention to detail and accuracy</li> <li>The ability to work effectively with others</li> <li>IT skills such as emails, use of internet, spreadsheets</li> </ul>	a & i		
<b>Other Requirements:</b>			
<ul style="list-style-type: none"> <li>Awareness of the need for confidentiality</li> <li>Awareness of the need to be tactful</li> <li>Interest in developing your own skills and experience</li> </ul>	a & i		

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others**

### Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

<b>Approved by:</b>	<i>P. Wilmot</i>
<b>Date approved:</b>	<i>18.9.2018</i>
<b>Reviewed:</b>	





## Job Description

<b>Job title and post number</b>	HR & OD Apprentice
<b>Service Area and Directorate</b>	<i>HR &amp; OD</i>
<b>Reports to</b>	<i>HR Business Partner – Business Admin and Systems</i>
<b>Direct reports</b>	<i>N/A</i>
<b>Grade</b>	<i>Living Wage – Age based</i>
<b>Salary range</b>	<i>Living Wage – Age based</i>

### Job purpose

To work as part of the HR Team providing support to ensure excellent delivery of an effective HR & OD service.

### Duties and responsibilities

1. Assist with system development and data input for the Council's HR and Payroll Software system and other computerised systems
2. Assist with routine enquiries by telephone, email and in person and provide support in relation to all aspects of the service such as:
  - Recruitment
  - New starters
  - Contracts
  - Pay
  - HR Self Service
  - Project Work
  - Employee Health & Wellbeing
  - Employee relations
  - Marketing & promotion
  - Learning and Development
3. To assist the HR Assistant, HR Officers and HR Link Officers as required.
4. Assist with the scanning, storage and archiving of HR related information and data.
5. To complete general support tasks including letters, filing, photocopying and collating documentation, mail and meeting arrangements.

6. To carry out any other relevant duties as determined by the HR Business Partner – Business Admin and Systems.

### **Working conditions**

The post is based in a standard office environment.

### **Physical requirements**

The post is based in a standard office environment and the duties are of a sedentary nature.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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<b>Date approved:</b>	<i>18.9.2018</i>
<b>Reviewed:</b>	