

JOB DESCRIPTION

JOB TITLE:	Apprentice Economic Development Assistant – Skills	JE NUMBER:
DIRECTORATE:	Economic Growth	BAND: Apprentice
RESPONSIBLE TO:	Skills Delivery Officer	
RESPONSIBLE FOR:	-	
MAIN PURPOSE OF POST:	To assist the Skills Delivery Officer in the development and delivery of activities contained within the Skills Action Plan with a particular focus on supporting 'local labour' and supply chain activity.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To support with the co-ordination and promotion of local labour and supply chain activity including assisting with the delivery of 'meet the buyer events'
2.	To assist with the promotion, monitoring and evaluation of skills development programmes including skills and employment plans resulting from 'local labour planning conditions'
3.	To update and maintain the 'local labour' database
4.	To assist the Skills Delivery Officer with the development and implementation of Skills and Employment Plans associated with major planning applications and key regeneration schemes
5.	To liaise with contractors and developers in relation to the implementation, delivery and monitoring of skills and employment plans that are subject to local labour planning conditions. This will include the development of case studies to demonstrate impact.
6.	To liaise with internal and external stakeholders including but not limited to planning officers, Job Centre Plus, Education and Training Providers and the D2N2 Careers Hub in relation to implementation and delivery of skills and employment plans that are subject to local labour planning conditions.
7.	To liaise with external partners including Local enterprise Partnerships and providers in relation to the promotion, monitoring and evaluation of externally funded skills development programmes
8.	To assist the Skills Delivery Officer with the creation of specific advice tools to maximise the benefit of opportunities around local labour and the supply chain, including 'developer guidance' and clearer signposting on how the Council and other public sector partners procure.
9.	To undertake administrative duties to support the delivery of Apprentice Town and other skills and employment initiatives contained within the skills action plan.

10.	To monitor and update the content of CBC and Apprentice Town webpages to ensure that externally facing information relating to employment, skills and supply chain activity is relevant and up to date.
11.	Assist the Skills Delivery officer with the preparation of reports in relation to the progress of skills and employment activity contained within the Skills Action Plan
12.	Undertake such other duties and responsibilities that are equal/similar to the responsibility level and grade of the post as may be determined from time to time by the Head of Service in consultation with the postholder.
13.	A commitment to undertake 20% 'off the job training' which is a requirement of the apprenticeship funding rules – this will include but will not be limited to attendance at meetings and the completion of an organisational project.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:

Political Restriction	YES	?	NO	
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Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES		NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

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DIRECTORATE:	Economic Growth	DATE:	

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method
-		Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Confident use of IT skills with the ability to use up-to date IT packages	Application Form
•	Strong interpersonal and communication skills with the ability to communicate using a variety of methods.	Application Form / Interview / presentation
•	Confident working as part of a multi-discipline team and with external partners	Application Form / Interview
•	Thorough and organised approach with the ability to analyse and interpret and present complex information	Application Form / Interview
•	Motivated and reliable with a strong willingness to learn and desire to	Application

	progress within role	Form / Interview
Desirable		
•	Confident in the use of Microsoft Excel	Application Form/ Interview
•	Strong command of written skills	Application form
•	Knowledge or interest of the construction sector and regeneration sites in Chesterfield	Application form /interview
•	An interest and understanding of the benefits progression and skills development	Application form / interview
EXPERIENCE		
Essential		
•	Any previous work or volunteering experience that involves using a range of communication methods	Application Form / Interview
•	Experience of working in a team	Application form / interview
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Desirable		
•	Experience of delivering a project either individually or as part of a team	Application Form/ Interview
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QUALIFICATIONS		
Essential		
•	Educated to GCSE Level with passes in Maths and English.	Qualification certificates
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Desirable		
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OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 2		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and</p>	Interview
Level: 2		

	responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	Interview
Level: 2		
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Level: 2		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 2		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 2		
Delivering Value	Delivering value for money involves the efficient, effective	Interview

for Money	<p>and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
Level: 2		Interview
Managing a Quality Service	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery.</p> <p>For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	Interview
Level: 2		Interview
Delivering at Pace	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way.</p> <p>For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	Interview
Level: 2		