# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

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JOB TITLE(S): CORPORATE SERVICES APPRENTICE

GRADE: Grade 3 (SCP 3–6). £24,027 to £25,183 per annum

REFERENCE CODE: PG010T

SERVICE: CORPORATE AND ENVIRONMENT SERVICES

SECTION: CORPORATE SERVICES DEPARTMENT

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PURPOSE OF JOB: To carry out the general and specific duties and responsibilities of the Corporate Services Apprentice working with colleagues from across the Corporate Services Team.

LIAISON WITH: The Corporate Management Team;

Officers from all sections of the Council;

Elected Members of the Council;

Members of the public.

**OVERVIEW**

1. This is an exciting opportunity for a motivated and enthusiastic individual to join East Staffordshire Borough Council as a Corporate Services Apprentice.
2. The Corporate Services Department is a dynamic, multi-skilled team set at the heart of the Council, currently incorporating the Corporate and Communications Team and the Electoral Services Team.
3. This apprenticeship is a fantastic opportunity for an individual looking to build a career in local government. The successful candidate will gain a broad range of practical local government experience and a recognised qualification while working in a fast-paced and diverse team.
4. The appointment is for a **fixed term and will continue for two years after the original start date**. Subject to performance, the Apprentice may be considered for permanent positions should they arise during the initial two year term.
5. The Department undertakes a broad range of activities, as listed in the specific duties for this role. Furthermore, as an agile central services team, other corporate activities may also arise that the department will undertake, with opportunities for the Apprentice to support this work. However, the work programme will be fluid with the Apprentice providing support to the various activities at different times in order to respond to business needs, and provide the Apprentice with valuable experience across all activities.
6. Full training and mentoring / support will be provided to the Apprentice throughout the term to ensure they can fulfil the role.
7. The minimum salary for this post is £24,027 per annum.
8. The contracted hours of work are 37 hours per week, Monday to Friday. However, a flexible working hours scheme is available.
9. **Applications must include a written statement, in no more than 1,000 words, on how you meet the person specification for this role.**
10. **The closing date for applications is Sunday 20th July 2025.**

**General DUTIES ANd RESPONSIBILITIES ACROSS THE CORPORATE SERVICES DEPARTMENT**

1. To undertake vocational training and perform a variety of administrative and related tasks across the range of activities delivered by the Corporate Services Department, including:
   1. Electoral Services
   2. Procurement
   3. Communications
   4. Performance Management
2. To support specific projects as necessary, making use of project management techniques, ICT and other systems.
3. To provide technical and research support to officers and elected Members.
4. To support the preparation of high quality formal reports to the Corporate Management Team and Council Committees.
5. To provide valuable administrative support to the department which may include:
   1. Undertaking and facilitating internal and external correspondence via email, telephone and mail;
   2. Maintenance of relevant databases and filing systems;
   3. Being responsible for the upkeep of the office inventory.
6. To support officers in the management of any relevant partnerships facilitated by the department.
7. To undertake such other duties as may be determined from time to time commensurate with the grade of the post.

**Specific Duties and Responsibilities: Electoral Services TEAM**

1. To assist with the organisation of all elections and polls involving the Council including:
   1. Parliamentary General Elections;
   2. Police, Fire and Crime Commissioner Elections;
   3. County, Borough and Parish Council Elections / Referenda.
2. To assist with the receipt of postal votes during Elections / Referenda.
3. To assist with the annual canvass in preparation for the new register of electors.
4. To input annual electoral registration forms.
5. To scan annual registration forms / rolling registration forms / absent voter applications / nomination papers and all other correspondence.
6. To be responsible for additions, deletions and alterations to the register for the rolling register of electors.
7. To help with monthly rolling registration updates, distribution of letters and data.
8. To deal with registration confirmations and other written statistics.
9. To assist with the promotion of voter awareness.
10. To assist with proof reading of letters, forms, instructions, guidance notes, ballot papers, etc.
11. To be responsible for maintaining postal, proxy and postal proxy data files and hard copy backups.

**SPECIFIC DUTIES AND RESPONSIBILITIES: Corporate and CommUNICATIONS TEAM**

1. To support the Council’s corporate procurement activities including implementation of its procurement strategy and supporting corporate contract management.
2. To assist with communications support, working with the Digital and Communications Officer and the wider Corporate Services Team, to proactively communicate internally and externally as appropriate to promote the activities of the Council and its services, in accordance with best practice.
3. To assist the Digital and Communications Officer with the administration of the corporate website.
4. To assist the Corporate and Communications Team with data gathering relating to specific projects.
5. To support the Council’s performance reporting cycle ensuring that performance is managed in a consistent way.
6. To assist the Corporate and Communications Team with policy / strategy development and implementation, and business transformation.
7. To assist with the development of Resilience Planning and Business Continuity within the Council.
8. To assist the Leisure Services Officer in: ensuring the external Leisure Services Operator / Contractor meets the reporting requirements under the contract; liaising with the Council’s strategic leisure partners; and delivering strategic leisure documents.

**PERSON SPECIFICATION – CORPORATE SERVICES APPRENTICE**

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| **REQUIREMENTS** | ESSENTIAL FOR POST | DESIRABLE FOR POST |
| EXPERIENCE | Competent literacy and numeracy skills evidenced through academic and / or vocational attainments. | Work experience in an office or similar environment. |
| QUALIFICATIONS | Able to complete vocational training – Level 2/3 Business Administration to apprenticeship standard. | Completion of Level 2 Business Administration or relevant experience. |
| TRAINING | Knowledge of Microsoft Office and other IT applications. | Understanding and experience of using social media. |
| SPECIAL KNOWLEDGE | General understanding of formal structures and work environments.  Good communication skills both written and in person.  Able to work through tasks in a logical and ordered manner. |  |
| PERSONAL CIRCUMSTANCES | Flexible approach to hybrid working.  Ability to occasionally work outside of normal office hours as the need arises. |  |
| DISPOSITION AND ATTITUDE | Adaptable, conscientious and innovative.  Able to demonstrate attention to detail.  Excellent time management skills.  Resourceful, confident and with an enthusiastic approach. |  |
| PRACTICAL/INTELLECTUAL | Able to organise tasks and work independently.  Organises information logically and systematically to solve problems.  Willingness to learn from others, including team members and peers. | Political sensitivity and awareness. |