

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

SERVICE:	Public Health and Wellbeing
SECTION:	Public Health Administration
LOCATION:	Number One Riverside
JOB TITLE:	Apprentice Business Administrator – Public Health
Grade:	Apprentice grade: £9000 PA for 12 months, then NMW for age for remainder of contract. 18 month contract.
Accountable to:	PA to Director of Public Health and Wellbeing
Accountable for:	None
Hours of Duty:	37 hours per week in accordance with the Authority's Work Life Balance scheme
Any Special Conditions of Service:	The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by RBC.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

To provide an effective, efficient and timely administrative support within the Service.

Control of Resources

Personnel: To be responsible for your own direction, support and motivation.

Financial: To work in accordance with Financial Regulations and procedures of the Authority.

Equipment/Materials: To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for completing all training required by the Apprenticeship programme.

Relationships (Internal and External)

Internal

- Managers and staff
- Colleagues within the Service
- Elected Members

External

- Outside agencies/service providers
- Members of the public
- Training providers

Responsibilities

The postholder must –

- (i) Perform his/her duties in line with the corporate leadership values and behaviours
- (ii) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. Provide confidential and efficient support to agreed Public Health staff and programmes including word processing, message taking, diary management and minute-taking.
2. To arrange meetings on behalf of members of the team and to attend selected meetings as agreed for the purpose of taking formal minutes
3. To deal with telephone enquiries in a professional, organised and supportive manner, including calls of a sensitive or contentious nature
4. To be responsible for overseeing, maintenance and control of all confidential records and information relating to the work areas of the staff supported.

5. To provide administrative and clerical support to the Director of Public Health and Wellbeing and delegated staff in providing support to incidents and outbreaks and the major incident team in the event of a major incident.
6. To assist in monitoring levels of office consumables, monitoring inventories and ordering stocks as appropriate. To assist with the processing of orders and invoices, ensuring invoices are paid within the Council's target. To collate orders, requisitions, delivery notes and process invoices
7. To complete all learning programmes required by the Apprenticeship training.
8. To comply with Rochdale BC policy and management instruction with regard to Health and Safety and to Fire prevention and, in particular, not to do anything that endangers yourself and others
9. To manage own workload to deliver the outcomes of the above work areas to pre-agreed timescales and within previously agreed parameters
10. Any other duties as agreed with the PA to the Director of Public Health and Wellbeing

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee.
- 2 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by	<u>Andrea Fallon</u>	Date	<u>May 2016</u>
Agreed by Postholder	<u></u>	Date	<u></u>
Supervisor	<u></u>	Date	<u></u>
Service Director	<u>Andrea Fallon</u>	Date	<u>May 2016</u>

Rochdale Metropolitan Borough Council
Person Specification

Service :	Public Health and Wellbeing	Post:	Apprentice Business Administrator
Section :	Public Health Administration	Post Number :	N/A
Job Ref:		Grade:	Apprentice Grade

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from any paid or voluntary work, or from school / college.

Criteria	Essential	How Identified: AF Application Form I Interview A Assessment
(a) Filter Questions		
Do you have high standards of literacy and numeracy, at (or close to) Grade C (new Level 4/5)?	E	AF
(b) Qualification and Experience		
Please explain your experience of IT applications including word processing, PowerPoint, databases, spreadsheets and Outlook. Please provide examples of how you have used the applications.	E	AF, I
(c) Skills and Knowledge		
1 Please provide examples of when you have used good verbal and written communication skills	E	AF, I
2 Using examples please tell us of your ability to work in a methodical manner and prioritise work in a pressured environment to meet targets	E	AF, I, A
3 Please explain your ability to work as part of a team and on your own initiative. Please provide examples of when this has happened	E	AF, I
4 Please tell us your understanding of the issues relating to confidentiality.	E	AF, I
(d) Behaviours and Values		
<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Valuing our people <input type="checkbox"/> Focusing on customers <input type="checkbox"/> Acting with integrity <input type="checkbox"/> Using time and money wisely <input type="checkbox"/> Working together <input type="checkbox"/> Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF / I