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| **Business Administration Apprentice – Legal & Democratic Services (2536)** |
| **Service Area**  Legal Services/Democratic Services |
| **Manager/Team Leader**  Legal Services Office Manager/Democratic Services Manager |
| **Direct reports**  N/A |
| **Total Managed**  N/A |
| **Purpose of the Role**  Working within the team under the direction of service team leader(s) / manager, the apprenticeship will allow, through a programme of training and learning, to acquire the knowledge, skills and understanding necessary to provide full administrative support to the Legal team and Democratic Services Team. |
| **Key Result Areas**   1. To open, scan and distribute post. 2. Ensure that the filing/scanning and case management system are up to date. 3. Provide general administrative support to the Officers within the legal services team. 4. To gain knowledge and experience of legal principles, procedures and legislation. 5. To assist with the drafting and preparation of documents such as legal correspondence, standard letters, court forms, court bundles and reports. 6. To assist in providing day to day clerical, word processing, data entry and other general duties. 7. Under training and supervision, process financial work including raising purchase orders, invoices and payment of invoices for goods and services received. 8. To assist in providing day to day administrative support to the team including filing, printing, copying, scanning, telephony and library filing. 9. To assist in organising meetings, training events and taking notes when required. |

**Democratic Services:**

1. Maintain district and parish councillors’ registers of interest
2. Input data into our committee system, Modern.Gov, ensuring records are up to date.
3. Work with the wider team on producing the annual schedule of committee meetings.
4. Book rooms for committee meetings.
5. Monitor and respond to emails received in the Democratic Services Inbox.
6. Keep a record of outside bodies and ensure details of contracts are up to date.

**General:**

1. To promote and adhere to the workplace values of our organisation.
2. Prioritise health and safety in the workplace, ensuring personal adherence and the safety of others affected by workplace actions.
3. Any other work required and as directed within the confines of the existing grade of the post.



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| **Business Administration Apprentice – Legal & Democratic Services (Post 2536)** | | | | |
|  | | Essential | Desirable | **How**  **Identified** |
| **Knowledge and Experience** | Demonstrate ability, knowledge and understanding of performing administrative duties in a busy office environment |  | **** | \*Application form / Interview |
| Demonstrate ability to work in a close team environment. |  | **** | \*Application form / Interview |
| A genuine interest in working in a legal environment |  | **** | Application form |
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| **Qualifications** | Five GCSEs at Grade C (or Grade 4 as applicable) including English and Mathematics | **** |  | \*Application form |
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|  | | Essential | Desirable | **How**  **Identified** |
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| **Skills** | Strong organisational skills | **** |  | Interview |
| Good attention to detail | **** |  | Interview / test |
| Strong interpersonal and customer care skills | **** |  | Interview |
| Strong It skills including working knowledge of Microsoft Excel and Word | **** |  | \*Application form |
| Good written and verbal communication skills. | **** |  | Application form/ Interview/ Test |
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| **Aptitude and**  **Disposition** | Proactive | **** |  | Interview | |
| Able to work flexibly in a changing environment | **** |  | Interview | |
| Committed to job related education and development | **** |  | Interview | |
| ‘can do’ attitude | **** |  | Interview | |
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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the Council:

**Fairness** - We respect people and treat everyone fairly

**Ambition** - We welcome new challenges and embrace change

**Integrity** - We are open and honest and listen

**Resourcefulness** - We strive to be efficient with our resources