

Job Description



South
Cambridgeshire
District Council

Department	Location
Greater Cambridge Shared Planning	South Cambridgeshire Hall, Cambourne

Job title	Post number
Business Admin Apprentice	

Grade	SCP range
Grade 1	£14,213 - £16,495

Responsible to	Responsible for
Workforce Development Officer	N/A

Health Considerations/Risk/Surveillance Required
VDU Habitual User

Description Of Duties And Responsibilities

Key Result Areas/Overview

To provide efficient, effective all-round administrative support to the Business Operations Team under the guidance of the Workforce Development Officer.

Key Contacts/Communication Links

Internal

Planning Policy Strategy & Economy Team

Enforcement Team

Built & Natural Environment Team

Strategic Sites Team

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Development Management Team

External

Members of the Public

Training Providers

External Agencies

Key Responsibilities/Specific Duties

- Organising Meetings
- Preparation of Meeting Rooms
- Meeting & Greeting Visitors
- Dealing with Incoming/Outgoing Post
- Electronic filing of documents
- Typing correspondence, creating documents/spreadsheets using Microsoft Word/Excel

General to all job descriptions

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation.

To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

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South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Last Reviewed: