

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## Apprenticeship Advisor

Human Resources, Corporate Services

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## Purpose and impact:

Research, develop and implement a comprehensive and targeted Apprenticeship Strategy that meets the needs of the business and supports its strategic aims. Provide advice and guidance to managers on targeted apprenticeship approaches to bridge gaps in skills and experience aligned to WNC's corporate priorities.

## Accountable to:

This role is accountable to the Systems Improvement Manager

## Responsibilities:

1. Manage the procurement, organisation, and delivery of a range of targeted apprenticeship activities via the apprenticeship Digital Apprenticeship Service account
2. Provide advice and guidance to managers and employees on targeted apprenticeship approaches.
3. Contribute to the development of the Council's staff, on an individual, service, and organisational wide level.
4. Act as an ambassador for the Learning and Development service, ensuring that it is well respected and trusted as an enabler.
5. Work alongside the wider HR team to ensure that a cohesive HR solution is delivered to the business.
6. Analyse the wider HR, L&D and apprenticeship data to support targeted apprenticeship initiatives.
7. Proactively working with the L&D Business Partners and managers at all levels to design and implement targeted apprenticeship opportunities.
8. Process organisational-wide apprenticeship data to provide meaningful reporting to identify skills-gaps and recommend targeted solutions.
9. Support teams and departments in developing training solutions that is aligned to the delivery of an Organisational Workforce Development strategy.
10. Contribute to effective promotion and communication of L&D activities through regular employee communications.
11. Identify areas for improvement /areas of concern through thorough and consistent monitoring of apprentice and training provider data, working closely with training providers to ensure that changes are implemented
12. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
13. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
14. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major

tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Experience in managing organisation DAS accounts (Digital Apprenticeship Service)	Essential	A, I
Experience of delivering towards apprenticeship strategies, policies and plans	Essential	A, I
Experience of the evaluation of apprenticeship programmes, and monitoring outcomes from training providers	Essential	A, I
Experience of reporting on apprenticeship data, with demonstrable metrics in place to determine success	Essential	A, I
Demonstrable commitment to equality, diversity and inclusion in both service provision and employment practices.	Essential	A, I
<b>This is applicable to all roles in WNC that are required to use IT equipment:</b> Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Knowledge of current apprenticeship funding rules and how to effectively implement them	Essential	A, I
Knowledge of data reporting methods/products/software	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of working in a learning and development, transformation or HR environment	Essential	A, I
Experience of contributing to the development and implementation of innovative learning/ training strategies across a multi-sited / multi faceted organisation.	Essential	A, I
Experience of analysing data, identifying trends and incorporating in improvement or change plans	Essential	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Educated to degree level or equivalent	Desirable	A, D
CIPD level 5	Desirable	A, D
CIPD Level 3	Essential	A, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

## Day-to-day in the role:

<b>Hours:</b>	37	<b>Primary work base:</b>	One Angel Square
<b>Job family band:</b>	PS06	<b>Worker type:</b>	Flexible Part-flexible Fixed Field-based worker
<b>Salary range:</b>	£33,369 - £36,163	<b>Budget responsibility:</b>	None
<b>People management responsibility:</b>	None		

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”**

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
  - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
  - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
  - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

