

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: GL CCA	Job Ref Number:
Service Area: Resources	Grade: Target G3

Job Title: Apprentice Project Administrator

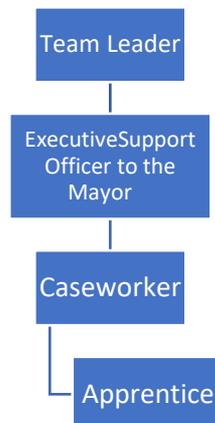
PURPOSE OF JOB:

You will be working in a busy and exiting team providing high quality administrative support. You'll be instrumental in helping to ensure that the services and impact we have across the authority are to a high standard.

The role will be required to:

- Provide flexible high quality administration support across the Greater Lincolnshire Combined County Authority.
- Ensuring efficient office operations, excellent customer service and effective delivery of internal and external communications.

TEAM STRUCTURE:



MAIN DUTIES:

1	Deliver a range of administrative and clerical tasks, including filing, photocopying, typing, data entry and meeting support.
2	Assist with internal and external communications, including drafting and publishing news releases, producing staff bulletins, and maintaining distribution lists and databases.
3	Provide accurate and timely notes, actions or minutes for meetings, handling sensitive information with confidentiality.
4	

5	Operate and update systems, ensuring compliance with Information Governance and data protection standards.
6	Contribute to the secure and confidential collection, processing, transfer, and storage of data.
7	Undertake basic financial processes such as purchase orders and invoices in line with regulations.
8	Identify opportunities for process improvements and efficiency savings, making best use of resources.
9	Maintain compliance with all relevant legislation, policies and professional codes of conduct.
	Where appropriate, undertake an apprenticeship or qualification in Associate Project Manager.
<p><i>This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.</i></p> <p><i>This post is not designated as a politically restricted post in accordance with the requirements of the Local Government and Housing Act 1989 (as amended) and by regulations made from time to time by the Secretary of State.</i></p> <p><i>The role will be based full-time in Greater Lincolnshire, with a requirement to travel.</i></p>	

Person Specification

Requirements	Where identified*	Essential	Desirable
At least 5 GCSE passes at Grade C or above or equivalent	A	✓	
Apprenticeship in in Associate Project Manager or equivalent (achievement of 80% of units and off the job training if in progress)	A	✓	
Experience of MS Office: Word, Excel as a minimum	A	✓	
Understanding of how to provide excellent customer Service	I / T	✓	
Experience in dealing with the public either face to face, telephone written capacity	A / I	✓	

Is thorough and pays attention to detail	A / T	✓	
Demonstrating problem solving capabilities	A / I	✓	
Working on own initiative	I / T	✓	
Ability to manage own time and workload	A / I	✓	
Good written and verbal skills	A / I	✓	
Committed to self-development including the ability to attend training courses which may be away from the office	A / I	✓	
Flexibility and a responsible approach to work	I / T	✓	
Ability to respond positively to change	I / T	✓	
Experience of Data entry	A / I		✓