**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | IT Contracts and Renewals Apprentice – Business Administration L3 |
| Salary: | £23,656 - £24,027 |
| Grade: | Grade 3  |
| Hours: | 37 - We are open to discussions about flexible working. |
| Team: | IT Contracts team |
| Service Area: | IT Service |
| Primary Location: | County Hall, (although we follow a flexible working model) |
| Budget responsibility: | None |
| Responsible to: | IT Governance and Business Continuity Manager |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| To assist and support the delivery of IT contracts and major procurements, that will implement the outcomes, benefits and savings from the ICT Strategy.To learn about managing IT contract management from tender, through award and delivery.To provide comprehensive and efficient administrative support including, collating documentation, set up and administration of contract review meetings, and information gathering to support the award, renewal of contracts.To assist the Contract Manager and the Senior Licensing and Renewals officer in maintaining a roadmap for contract and subscription renewals. To assist the Contract Manager and the Senior Licensing and Renewals officer in following procurement and compliance guidelines for the renewal of contracts and licencing subscriptions.To assist the Governance and Business Continuity manager with administration tasks to meet Business Continuity and FOI requirements. |

## Job Responsibilities

## This is a list of main duties or tasks that the post holder will be expected to learn how to undertake, support colleagues with and be fully competent in on completion of the L3 Business Administration Apprenticeship

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| * Learn how to support the Contract Manager by working across all stages of a contract including tendering, award and procurement as well as the ongoing monitoring of performance and delivery by the supplier.
* Carry out administrative duties such as arranging internal and external meetings, minute taking, updating contract documentation, production of dashboard and highlight reports, supporting the contract governance process and assisting with information gathering for FOIs
* Learn how to be responsible for certain compliance tasks with support and supervision from relevant officers and managers in the team, including organising documentation; information and data gathering from stakeholders; liaison with other contract and procurement stakeholders across IT, directorates and suppliers to follow up actions and requirements
* Learn about:
	+ current and emerging ICT technologies and market trends
	+ IT operational management and business process methodologies and standards
	+ key council objectives and initiatives
* Undertake the associated Apprenticeship qualification making sure that all targets are achieved. This may include attending off site training as needed

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# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4).

Each of the criteria listed below will be measured through the application form (A) and optionally - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

|  |  |
| --- | --- |
| Essential Criteria | Assessed By: |
| Numeracy and literacy skills at level 2 equivalent to GCSE 9 - 4 (A\* - C)Knowledge of Microsoft Office including Word, Excel, Powerpoint, Teams | A / D |
| Good interpersonal and communications skills both written and spoken. Ability to persuade and negotiate when working with other stakeholders both internal and external | A / I |
| Ability to carry out basic project and planning functions, keeping track of tasks, issues and actions for multiple contracts at any one time | A / I |
| Aptitude for solving practical problems, able to analyse data (numerical, written, outcomes of meetings and discussions) and define next steps based on that | A / I |
| Ability to work both independently and co-operatively as a team member, ability to build good working relationships with colleagues and customers | A / I |
| Organisational skills to prioritise workload to complete tasks, and ability to work to deadlines | A / I |
| Commitment to ongoing self-development and training | A / I |
| Desirable Criteria | Assessed By: |
| An understanding of how IT can be applied to benefit customers and staff, and an interest and willingness to learn more about information technology | A / I |
| Evidence of working in accordance with the council’s values | A / I |

# Section C: Pre-employment Checks

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. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

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# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

|  |  |  |  |
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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [ ]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):       |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.