**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

|  |  |
| --- | --- |
| Job Title: | HR Support Apprentice (L3) |
| Salary: | £23,656 - £24,027 |
| Grade: | Grade 3  |
| Hours: | 37 - We are open to discussions about flexible working. |
| Team: | HR and Culture Change  |
| Service Area: | HR and Culture Change |
| Primary Location: | County Hall, (although we follow a flexible working model) |
| Budget responsibility: | None |
| Responsible to: | Head of HR  |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| --- |
| As an apprentice with HR and Culture Change, you will play a central role within Oxfordshire County Council, helping to recruit, develop, and support employees. You will begin to build your HR skills to deliver solutions and provide tailored advice. Your role includes offering efficient and professional HR guidance to managers and staff, including maintained schools, in line with council policies and best practices. During your apprenticeship you will rotate around the various teams with HR and Cultural change, including HR Operations, Employee Relations, Communication and Engagement and Learning and Development allowing you to gain an insight into all these services. This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to, and concerns are raised in accordance with these policies. Through successful completion of your apprenticeship, you will achieve L3 CIPD membership at Associate level. |

## Job Responsibilities

**This is a list of the 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 HR Support Apprenticeship**

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| * With support from the HR Advice Team provide advice and guidance to managers on policy, process and HR System related matters, ensuring advice given is in accordance with council’s HR policies and procedures.
* Learn how to work collaboratively in a matrix manner to deliver high performance and being proactive to ask questions, escalate issues and risks.
* Where enquiries need to be escalated to other HR colleagues, take accurate information from enquirers, ensuring that sufficient detail is relayed to ensure appropriate follow up action.
* Work with other members of the HR Advice team to resolve queries and articulate outcomes to employees/managers as appropriate.
* Support the job evaluation process, arranging panels and invitations to attendees, preparing and circulating job evaluation packs and correspondence as appropriate, and become familiar with how to use and extract data from the Job Evaluation system.
* Update ePersonnel files to include scanning documents onto the Portal, transferring electronic documents to SharePoint (for archived files) as requested e.g. for job evaluation outcomes.
* Become familiar with other specialised HR systems and processes providing administrative support as required.
* Contribute during meetings and one to one sessions to develop knowledge and understanding of the HR functions
* Promote a positive and professional image for the HR team
* Work under supervision to learn new skills and be proactive in learning, taking ownership of their own development and growth.
* To undertake administrative duties within the service as required
* To work flexibly across the service as required
* Liaising with external organisations to ascertain information i.e. payroll queries
* 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) | A / D |
| Knowledge of Microsoft Office including Word, Excel, PowerPoint, Teams | A / I |
| Good interpersonal and communications skills both written and spoken.  | A / I |
| Knowledge of basic project and planning functions, keeping track of tasks, issues and actions.  | 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 |
| Takes responsibility for delivering excellence in customer service through active feedback and good understanding of diverse customers and service delivery channels. | A / I |
| Knowledge and application of the following areas of Business Administration: * Record and document production
* Decision making
* Communications management
* Planning and organisation
* Project Management
 | A / I |
| Desirable Criteria | Assessed By: |
| An interest and understanding of how HR practices work, and the impact/influence they have on the wider organisation.  | 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).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | 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 |

|  |  |
| --- | --- |
| [ ]  | 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.