

 <b>DERBY CITY COUNCIL</b>	<b>JOB DESCRIPTION</b> <b>Apprenticeship Levy Project</b> <b>Administrator</b>
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## 1. POST DETAILS

<b>Department:</b> Corporate Resources	<b>Grade:</b> D
<b>Division:</b> HR	<b>Post Reference No:</b>
<b>Section:</b> Strategic HR	<b>Date:</b> May 2018
<b>Job Title:</b> Apprenticeship Levy Project Administrator	

## 2. PURPOSE OF THE POST

1. To contribute to the delivery of the Apprenticeship Levy Project by providing a supporting role under the general direction and supervision of the Project Manager jointly agreeing tasks, standards to be achieved and deadlines to be met including providing dedicated administrative and operational support for the Project team.

## 3. SUPERVISORY RESPONSIBILITIES

To whom:	Apprenticeship Levy Project Manager
For which employees:	None

#### **4. MAIN RESPONSIBILITIES**

1. Contribute to the Apprenticeship Levy management and effectively applying the project management process
2. Accurately record and prepare meeting minutes and actions
3. Contribute to report writing and preparation through directed research and fact finding
4. Administer and maintain databases, including for financial monitoring.
5. Assist in coordinating briefing and engagement activities including ensuring appropriate papers, presentations and agendas are prepared and circulated, organising the venue and attendance
6. Be familiar with regional and national developments in relation to the Apprenticeship Levy, keeping up to date with guidance and best practice and appraisal and under direction contribute to data collation and compilation, research, and, provide or source other supporting information.
7. Undertake directed research to inform Apprenticeship policy development and assist in the communication and coordination of the policy development
8. Collect and consolidate research/data and performance analysis, using a variety of data sources and service information as necessary, to contribute to performance management reporting on the use of the Levy.
9. Liaise as necessary with all Council departments, and external partners, to obtain and share information.
10. Carry out any other duties commensurate to the grade of the post.
11. Understand and comply with the Council's environmental policies.
12. Comply with all Health and Safety policies and legislation in performance of the duties of the post.
13. Work with information technology and associated systems in accordance with the Council's policies and procedures.
14. Comply with standing orders, financial regulations and Departmental instructions.
15. Carry out duties and responsibilities of the post in compliance with the City Council's Equality and Diversity policy.

16. Actively participate in the Councils Managing individual Performance Scheme
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**5. FOR COMPLETION BY SUCCESSFUL CANDIDATE**

I acknowledge that I have received a copy of this job description and accept that the responsibilities of the post are as indicated
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Signature _____ Date _____
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Date: May 2018