

Designation:	Apprentice – Health & Wellbeing
Grade:	Stroud APP
Responsible to:	Senior Business Support Officer
Service Area:	Health & Wellbeing
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

- 5 GCSE's grades A-C including Maths and English or equivalent
- Commitment to complete Apprentice Level 2 in Business Administration.

SKILLS & KNOWLEDGE

- Good numeracy skills
- Good written and verbal communication skills
- IT literate (including MS word, outlook, excel and access)
- Excellent communication skills

OTHER

- Committed to working for an employer that values diversity and equality of opportunity.

DESIRABLE CRITERIA

EXPERIENCE

- Understanding of Local Government

SKILLS & KNOWLEDGE

- Knowledge of MS Office software including MS Excel, Word and Access

CORE COMPETENCIES

Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment to understanding and meeting their needs, inline with policies.

Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

Innovating

You will be able to seek better, more effective ways of delivering services.

Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.