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# Level 3 Business Administration Apprenticeship Job Description

## Role Purpose

This is an entry level role aimed at bringing new talent into the organisation and offering a development opportunity to someone in our community.

The focus of this apprenticeship will be on:

* Supporting the work of the council by contributing to the delivery of services and projects allocated and supported by a supervising manager
* Learning the knowledge, skills and behaviours required of the role
* Completing a programme of study at level 3 which is relevant to the role
* Learning to model Surrey County Council’s Values
* Carrying out the role with enthusiasm, integrity and professionalism

Ensuring children and young people linked to Surrey have their voices heard in the services that they access.

* Support the User Voice and Participation Team by using your own unique knowledge and experience to bring about improvement for Children’s Services in Surrey.
* Contribute and support user perspective projects, for example participation groups.
* Co design, facilitate and deliver with young people user perspective training to professionals.

## Work Context

The User Voice and Participation Team, work with children and young people to ensure they have their voices heard in the service that they access in Surrey. There are a variety of ways we do this, for example through participation groups, digital engagement, user perspective training and surveys.

Participation means taking part in something. In our experience, participation not only helps shape communities and services, but participation also supports children and young people build self-belief and develop important life skills such as independence.

We use children and young people’s feedback to get a real understanding of what is and isn’t working in Surrey services, including health, social care, and education.

Our team, work both from home and in our offices based in Leatherhead and Woking. Similarly, our participation groups and perspective trainings can be facilitated both virtually and face to face across Surrey. You must be willing to work from home and in an office environment, as well as travelling for user perspective projects.

## Representative Accountabilities

* Undertake a course of studies and develop a broad range of skills within the requirements of the service to achieve a nationally recognised Apprenticeship
* To develop a working knowledge of Surrey County Council’s policies and procedures in line with the requirements of the Apprenticeship standard
* Provide high standards of performance to ensure that the service continues to operate efficiently and effectively
* Under supervision work closely with other team members to assist in a range of projects and service developments.
* Through personal example promote the values and behaviours (including equalities) that underpin the Council’s organisation strategy.
* To develop knowledge, skills and behaviours to meet the responsibilities of a Business Administrator as outlined in the [national apprenticeship standard for this apprenticeship.](https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator-v1-0)
* Duties for all  
  Values: To uphold the values and behaviours of the organisation.  
  Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.  
  Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.  
  To have regard to and comply with safeguarding policy and procedure as appropriate.

## Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics

* Ability to work towards and achieve a level 3 apprenticeship
* Educated to GCSE level (or equivalent)
* GCSE 9-4/A\*-C in Maths (or equivalent) or ability to work towards level 2 maths
* GCSE 9-4/A\*-C in English (or equivalent) or ability to work towards level 2 English

## Details of specific qualifications and/or experience required for role in line with role outputs

You will support the work of the User Voice and Participation Team by using your own unique experience and knowledge. You will have experience, or experiences of accessing services, such as:

* Emotional wellbeing and mental health services.
* Social care, for example experience of being in care, child protection, targeted youth support.
* Additional needs and/or disabilities.

We are looking for a team player, innovative thinker, someone enthusiastic to learn and who is passionate about participation and making a difference to lives of children and young people living in Surrey.

If you do not meet the Education, Knowledge, Skills and Abilities entry requirements for a Level 3 Apprenticeship, there may opportunities to work towards a Level 2 Apprenticeship. If you have any queries, please contact us at user.voice@surreycc.gov.uk.

## Role summary

Roles at this level typically work as part of a team performing routine duties to support the team. They will usually have little prior knowledge or experience and will be interested in pursuing a career in the organisation but require training. Tasks are generally straightforward within established routines and procedures and under regular or direct supervision, and training is provided for more complex tasks. There is a need to plan and prioritise work and training activities. They are given the opportunity to learn about a range of activities and procedures, developing capabilities though learning on the job and/or formal study.