

HR Administrator (Apprentice)

Job Description

Position Pay Level: Apprentice

Salary: National Apprenticeship wage:

- £15,600 (18–19 years old)
- £21,157.50 (20 years old)
- £24,784.50 (21 and over)

DBS requirement: Standard

Reports to: Learning & Development Manager

Contract: 2 years (24 months)

Main purpose of role:

As a Business Administration apprentice within the HR & Workforce directorate, you will play a central role helping and supporting employees. You will be providing day-to-day support including maintaining employee records, scheduling meetings and assisting with the general training administration across the Council.

The role supports a dynamic team with essential administrative and coordination tasks to ensure the effective running of organisational development initiatives across the organisation.

Main responsibilities:

- To organise and coordinate support for staff engagement and staff network meetings and events. This includes booking rooms, ensuring all attendees know the time and location and making sure the meetings are run effectively.
- Assisting HR Officers with document formatting, minute-taking during meetings and organising directorate events.
- Assisting with onboarding for new starters to the Council.
- Processing starters, leavers and team changes on the HR system.
- To become familiar with the specialised HR systems and processes utilised within the organisation.
- To be a first point of contact, providing colleagues with a professional, proactive, responsive and customer-focused service.
- To plan, organise and coordinate multiple activities, ensuring deadlines are met and priorities managed effectively.

- Maintain accurate, confidential staff records and databases across the employee lifecycle.
- Use own initiative to identify actions and activities to support the development of a high functioning team.
- Promote a positive and professional image for the HR directorate.
- Providing cover for colleagues across the wider HR service during periods of absence or peak demand so as to ensure continuity of service delivery.
- Providing any necessary duties as commensurate with the level of the role supporting the wider People function as required to meet organisational priorities.

Person Specification: HR Administrator (Apprentice)

Area	Description	Essential / Desirable	Application (A) / Interview (I)
Experience	No prior experience is strictly required, though experience of administrative or customer service settings is advantageous	Essential	A
Skills and Abilities	Ability to handle sensitive and confidential information appropriately	Essential	A, I
	Flexible, adaptable and able to work using own initiative.	Essential	A, I
	Organised, efficient and results orientated with a flexible approach and the ability to multitask, prioritise workload and meet deadlines.	Essential	A, I
	Good working knowledge of Microsoft Office (Word, Excel, Outlook) and the ability to learn new HR systems quickly	Essential	A
	Understanding of and commitment to equal Opportunities	Essential	A, I
Knowledge and understanding	Working in a local authority or customer focused organisation	Desirable	A, I
	Knowledge of relevant digital systems processes and associated equipment	Desirable	A
Qualifications	Numeracy and literacy skills equivalent to English and Maths GCSE 9-4 (A* - C)	Essential	A
	Commitment to personal development	Desirable	I