

Delegated Decision

Amendments to Job Profile for Apprentice Post M325

Officer Making the Decision

Head of Strategic Support

Recommendation

That post M325 be retitled as Land Charges and Electoral Services Apprentice, with the updated job profile as appended.

Reason

To reflect changes in the duties of the post since it was originally established.

Authority for Decision

Under the Constitution the Chief Executive has delegated authority to agree changes to the establishment, within budget and without major service or policy implications, affecting no more than five posts (irrespective of their post number) in any single case. This has been sub-delegated to Heads of Service in certain circumstances, which this case falls within.

Decision and Date

Background

Apprentice post M325 was originally established with a view to sharing the post between the Improvement and Organisational Development (IOD), and Land Charges and Electoral Services teams, and the job profile was drafted accordingly.

Since then the IOD team have recruited their own apprentice, and so the job profile for post M325 has been amended and the job title changed.

Summary of Advice provided by HR

HR Adviser: Anna Cairns (14/6/18)

HR recommendations: There are no HR comments regarding this job title change.

Financial Implications

There are no financial implications arising.

Risk Management

There are no risks associated with this decision.

Key Decision: No

Background Papers

None



Division:	Strategic Support
Job Title:	Land Charges and Electoral Services Apprentice
Grade:	Apprentice Grade
Post Number:	M325
Base/Location:	Southfields Offices, Loughborough
Responsible To:	Land Charges and Electoral Services Manager
Responsible For:	N/A
Key Relationships/ Liaison with:	Manager and staff within the Land Charges and Electoral services team

Job Purpose

- To provide administrative and clerical support for the Electoral/Elections & Land Charges team.
- To study for and achieve the Intermediate/Advanced Apprenticeship (Level 2/3) in Public Services Operation Delivery Officer.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	To provide administrative and clerical support for the Elector/Elections & Land Charges team.
2.	To assist with the general administration and preparation of the annual canvass of the register of electors, elections and referenda, including the postal voting process.
3.	To assist with basic electoral registration and land charges processes.
4.	To deal with both personal and telephone enquiries and undertake the procedures in respect of personal search requests and foreign pensions.
6.	To study for and achieve the Intermediate/Advanced Apprenticeship (Level 2/3) in Public Services Operation Delivery Officer.

7.

Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- Appropriate support will be given to study for the apprenticeship including day release to attend college, although most studying and course work will be expected to be undertaken in the postholder's own time.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Date Prepared/Revised: June 2018



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Job Title:	Land Charges and Electoral Services Apprentice
Grade:	Apprentice Grade
Post Number:	M325

	Essential	Desirable	How assessed
Qualifications GCSE English & Maths at Grade C or above (or equivalent).	✓		App/Doc
Basic IT qualification (eg. ECDL or CLAIT).		✓	App/Doc
Experience Work experience in an office environment.		✓	App/Int
Skills/Knowledge Basic IT skills (including use of word-processing and spreadsheets).	✓		App/Int
Accuracy and attention to detail.	✓		App/Int
Interpersonal Skills Personable and polite.	✓		App/Int
Good time management skills.	✓		App/Int
Other requirements An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

Key: App = Application form Test = Test Int = Interview	Pre = Presentation Med = Medical questionnaire Doc = Documentary evidence (e.g. certificates)
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Prepared by: Head of Strategic Support

Date: June 2018