


<b>Profile Title:</b>	Graduate Apprentice	 <b>BARNSLEY</b> Metropolitan Borough Council			
<b>Reports to:</b>	Manager				
<b>Employee Management:</b>	None	<b>Grade:</b>	3	<b>Profile Ref:</b>	113374
<b>Purpose of the Post</b>					
<p>To undertake a structured apprenticeship development programme specifically designed to support the relevant functions, while equipping the successful candidate with transferrable skills for a future career. To play a key role in the implementation and delivery of new and innovative solutions.</p>					
<b>Responsibilities</b>					
<ul style="list-style-type: none"> <li>Work across the entire Business Unit supporting the delivery of the Business Plan objectives as appropriate.</li> <li>Support the service in delivering specialist functions as required.</li> <li>Ensure that systems are maintained.</li> <li>Undertake relevant transactional processes.</li> <li>Support the continuous cycle of improvement, by assisting with monitoring, reviewing, adapting, designing and recommending improvements to working practices, processes, procedures and systems to drive forward efficiencies.</li> <li>Keep abreast of developments, advising on how these could be applied to benefit the Council.</li> <li>Support the Councils annual and medium term financial planning cycle from budget setting, through budgetary control and monitoring and accounts closure.</li> <li>Comply with all health and safety regulations, legal and statutory responsibilities, standing orders and financial regulations of the Council.</li> </ul>					
<b>Education and Training</b>					Measure Rank
<ul style="list-style-type: none"> <li>To undertake a Professional Apprenticeship programme.</li> </ul>					A/I E
<ul style="list-style-type: none"> <li>GCSE Mathematics and English language at Grades 4-9 or above, plus one of the following:</li> </ul>					A E
<ul style="list-style-type: none"> <li>260 points with at least 160 from two GCE/VCE A levels or equivalent BTEC National qualifications. General studies and AS levels may count towards these points.</li> </ul>					A E
<b>Relevant Experience</b>					Measure Rank
<ul style="list-style-type: none"> <li>Experience of working effectively as part of a team.</li> </ul>					A/I E
<ul style="list-style-type: none"> <li>Experience in researching, analysing information, presenting results and drafting reports.</li> </ul>					A/I E
<b>General and Special Knowledge</b>					Measure Rank
<ul style="list-style-type: none"> <li>General understanding of the relevant Local Government Framework.</li> </ul>					A/I E
<ul style="list-style-type: none"> <li>An interest in the relevant area and associated legislation.</li> </ul>					A/I E
<ul style="list-style-type: none"> <li>An understanding of the processes required within large organisations.</li> </ul>					A/I E
<ul style="list-style-type: none"> <li>Use of Microsoft technologies.</li> </ul>					A/I E
<ul style="list-style-type: none"> <li>An understanding of relevant developments affecting local government and its partner organisations.</li> </ul>					A/I D

Skills and Abilities	Measure	Rank
<ul style="list-style-type: none"> <li>• General accountancy skills.</li> <li>• Ability to adapt to new developments and be able to contribute to developing solutions in response to business requirements.</li> <li>• Ability to manage own workload.</li> <li>• Good customer service, problem solving and decision making skills.</li> <li>• Good interpersonal and communication skills with the ability to help introduce better ways of working.</li> <li>• The ability to adopt related processes, draft documentation, reporting and system handover notes.</li> <li>• Ability to communicate related issues to non-technical audiences.</li> </ul>	A/I A/I A/I A/I A/I A/I A	E E E E E E E
Additional Requirements	Measure	Rank
<ul style="list-style-type: none"> <li>• Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Council.</li> <li>• Willing to undertake training and continuous professional development in connection with the post.</li> <li>• Work in accordance with the Council's vision, priorities, values and behaviours.</li> <li>• Able to undertake any travel in connection with the post.</li> </ul>	A/I A/I I A/I	E E E D