



**BOLSOVER AND CHESTERFIELD APPRENTICESHIP PROGRAMME
CO-ORDINATOR**

(FIXED TERM CONTRACT UNTIL MARCH 2012)

GRADE 7 - £25,115 TO £27,444 PER ANNUM

(SUBJECT TO JOB EVALUATION CONSISTENCY CHECK)

37 HOURS PER WEEK - MONDAY TO FRIDAY

ESSENTIAL CAR USER ALLOWANCE

- Final salary Local Government Pension Scheme
- Work life balance policies
- Child Care Voucher Scheme
- Excellent training opportunities



INVESTOR IN PEOPLE

This is an exciting opportunity to co-ordinate the delivery and development of the Bolsover and Chesterfield Apprenticeship Programme. This is an innovative arrangement which will create 90 apprenticeships in the public, voluntary and community sectors by March 2012 and will contribute to the Bolsover and Chesterfield Working Neighbourhoods Fund (WNF) priority to reduce worklessness in areas of deprivation and among young people in the Not in Education or Employment Training (NEET) category.

Our preferred method of application is online at www.bolsover.gov.uk. Alternatively you can request an application pack by e-mailing vacancies@bolsover.gov.uk. **CV's will not be accepted.** If you do not have access to the internet contact us by telephone on our 24-hour job-line on 01246 242524.

SECONDMENT OPPORTUNITY AVAILABLE.

CLOSING DATE: 11th September 2009

Bolsover District Council is striving for diversity and welcomes applications from all sections of the community.

Come and work for Bolsover District Council, rated 'Excellent' by the Audit Commission.

HUMAN RESOURCES AND PAYROLL

The main activities of the department are as follows:-

- Human Resource Planning
- Organisational Development
- Employment Records and Statistics
- Recruitment and Selection
- Contracts of Employment
- Performance Management and Appraisals
- Remuneration and Pay Systems
- Equal Opportunities
- Training, Education and Development
- Discipline
- Employee Relations
- Safety, Health and Welfare
- Redundancy
- Payroll/Pension Administration
- Public Sector Apprenticeship Programme

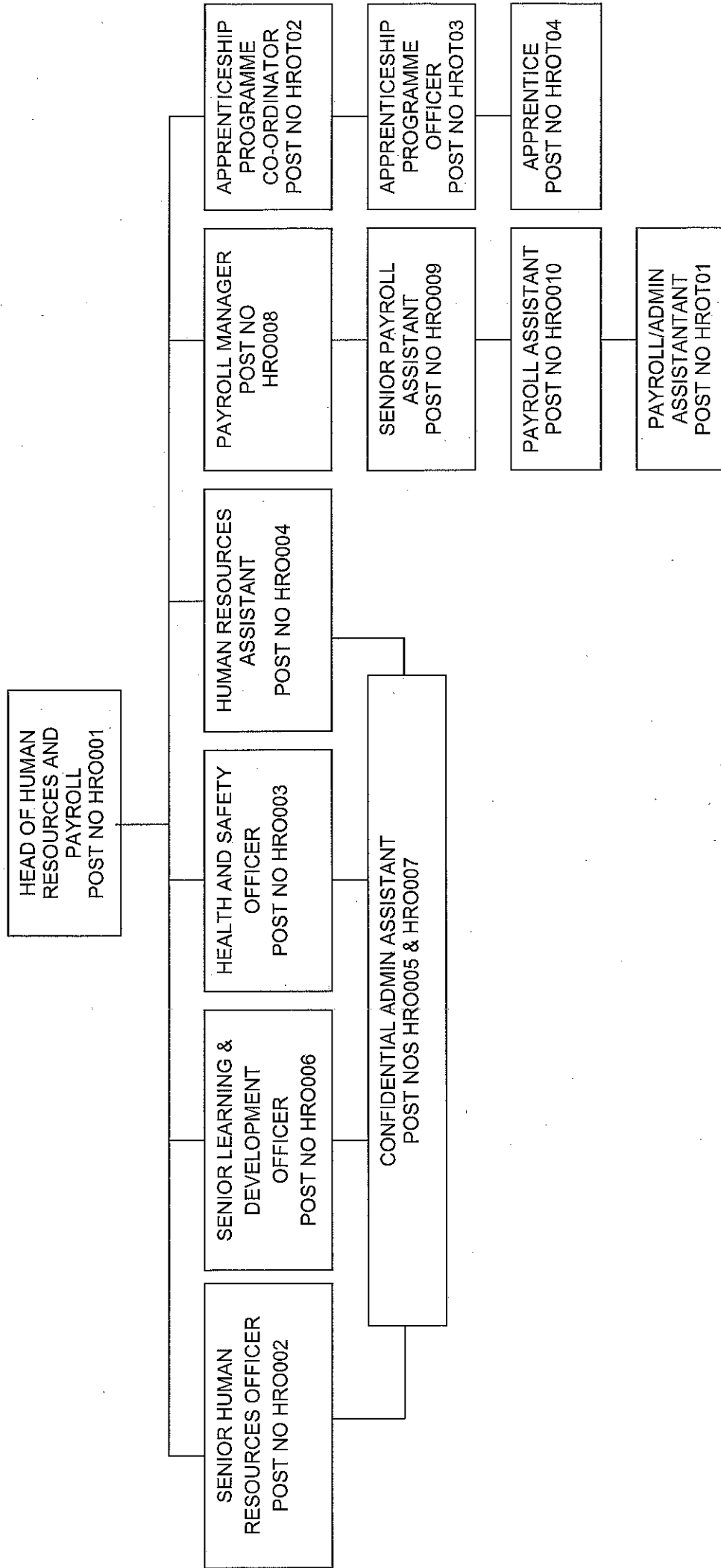
Excluding the Head of Human Resources and Payroll the complement of the HR Team is currently six permanent employees.

The complement of the Payroll Team is currently three permanent employees and a temporary casual Payroll/Admin. Assistant.

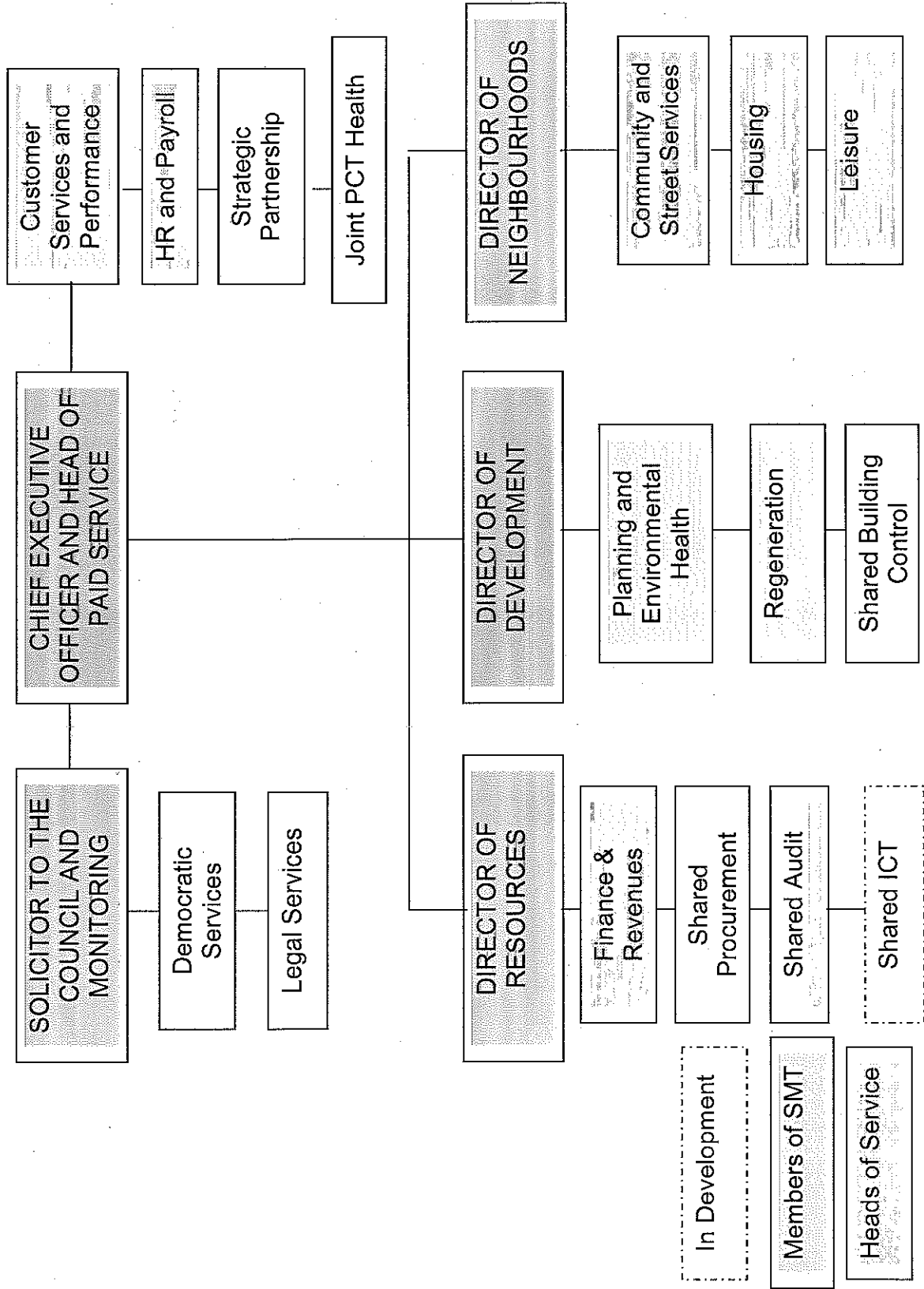
The Public Sector Apprenticeship Programme Team will be delivered by three fixed term contract employees employed by the Council until March 2012.

An organisational structure chart is included with this recruitment pack.

HUMAN RESOURCES AND PAYROLL



CORPORATE MANAGEMENT STRUCTURE



BOLSOVER : TERMS AND CONDITIONS

Position: Bolsover and Chesterfield Apprenticeship Programme Co-ordinator (Fixed Term Contract until March 2012)

Grade: 7

Salary: £25,115 TO £27,444 per annum (subject to job evaluation consistency check)

Payment is made by credit transfer on the 26th of each month (except December which is paid a week earlier).

Working week: Monday to Friday

Hours: 37 hours

Work Life Balance system: The Authority has an extensive range of working patterns in operation to enable employees to balance their commitments at home and work.

Car User Allowance: Essential

Holidays: 22 days (27 after five years)

Public/Concessionary Days:

New Years Day

Good Friday

Easter Monday

May Day

Spring Bank Holiday Monday

Late Summer Holiday Monday

Christmas Day

Boxing Day

Plus a further three concessionary days to be used during the Christmas close down

Official Conduct

All secondary employment or appointment to be officially recorded. No objection will normally be raised against employees with secondary employment or appointment and none will be rejected without prior consultation.

Probationary Period:

During the first six months of employment with Bolsover District Council, at least three formal probationary interviews will take place between the employee and manager.

Conditions of Employment:

An offer of employment will be subject to the receipt of satisfactory references and a pre-employment medical questionnaire.

Pension Scheme

You are entitled to join the Derbyshire County Council Superannuation Scheme.

Confidentiality

This is accepted as an inherent duty on all employees due to the sensitive nature of customer/client confidentiality.

Managing Sickness Absence

Any candidate who has had 20 or more working days sickness absence in the last 12 months will be offered the post on a 12 month probationary period, subject to them achieving a satisfactory level of attendance i.e. 5 working days or less sickness absence in a rolling 12 month period. A copy of the policy will be provided to the successful candidate or is available on request.

Child Protection Procedure

The Authority operates a Child Protection Procedure when the Authority directly employs Officers who will be in regular contact with young people and children. Checks will be undertaken by the Criminal Records Bureau and associated agencies prior to employment being offered.

Equal Opportunities

The Authority supports the principle of equal opportunities in employment and opposes all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic origin, religion, sex, marital status, disability, sexual orientation or age.

Health and Safety

The Authority has responsibilities to ensure that all activities carried out by its employees or on behalf of others are undertaken without risks to others. Every employee has an individual responsibility to ensure they do not create a risk to the health and safety of themselves, their colleagues or others by their acts or omissions.

Closing Date for Applications:

11th September 2009

N.B. - Shortlisted applicants will be asked to take part in an assessment centre as well as a formal interview.

BOLSOVER : PERSON SPECIFICATION

Position: Bolsover and Chesterfield Apprenticeship Programme Co-ordinator

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<p>Relevant Job Knowledge:</p> <p>Demonstrable knowledge of the issues facing disadvantaged groups and communities in building capacity and gaining the skills to get into employment.</p> <p>Demonstrable knowledge and understanding of equality and diversity issues and methods of achieving objectives.</p>	<p>Relevant Job Knowledge:</p>
<p>Qualifications: (including Membership of Professional Bodies)</p> <p>Degree in education, urban regeneration, economic development or equivalent.</p>	<p>Qualifications: (including Membership of Professional Bodies)</p> <p>NVQ Level 4 or equivalent in a leadership/management qualification.</p>
<p>Work Experience:</p> <p>Proven practical experience of training, economic development or related work, with a proven track record of effective delivery.</p> <p>Proven practical experience of collecting, collating and disseminating information in a clear and concise way.</p> <p>Significant experience of successfully delivering projects, exercising budgetary and performance controls and achieving results whilst considering and meeting the needs of all stakeholders.</p> <p>Proven practical experience of developing and implementing strategy within a partnership context, based upon the needs of all stakeholders in both public and private sectors.</p> <p>A proven track record in building open and collaborative working relationships.</p> <p>Possess effective interpersonal and social skills including excellent written and oral communication skills.</p> <p>Ability to design and delivery high quality presentations.</p> <p>Proven practical line management experience.</p> <p>Ability to develop and maintain effective working relationships with key stakeholders as well as other members of staff and to operate as a member of a team.</p>	<p>Work Experience:</p> <p>Proven practical experience of delivering an apprenticeship programme with multiple stakeholders.</p>

ESSENTIAL REQUIREMENTS	DESIRABLE REQUIREMENTS
<p>Work Experience: /continued</p> <p>Ability to work on own initiative with minimum supervision within a team environment.</p> <p>Proven ability to work flexibly across teams, adapting quickly to change.</p>	<p>Work Experience: /continued</p>
<p>Other Requirements of the Job:</p> <p>Ability to work outside of normal office hours as necessary to fulfil the duties of the post.</p> <p>Current full driving licence/own transport although alternative arrangements may be agreed with applicants with a relevant disability.</p> <p>Home telephone/quick contact point.</p>	<p>Other Requirements of the Job:</p>

JOB DESCRIPTION

POST DETAIL

TITLE: Bolsover and Chesterfield Apprenticeship Programme Co-ordinator

POST NO: HROT02

GRADE: 7

DEPARTMENT: Human Resources and Payroll

SECTION: Apprenticeship Programme

RESPONSIBLE TO: Head of Human Resources and Payroll

N.B. - This post is jointly funded by Bolsover District Council and Chesterfield Borough Council Working Neighbourhoods Fund (time limited to March 2012)

1. JOB PURPOSE AND OVERVIEW

1.1 Overview

The postholder will co-ordinate the delivery and development of the Bolsover and Chesterfield Apprenticeship Programme. This is an innovative programme which will create 90 apprenticeships in the public and voluntary and community sectors by March 2012. The programme will contribute to the Bolsover and Chesterfield WNF priority to reduce worklessness in areas of deprivation and among young people in the NEET category.

Supported through Working Neighbourhoods Fund (WNF) and Future Jobs Fund, apprentices will be employed in supernumerary roles by Bolsover District Council, Chesterfield Borough Council, and placed in-house, as well as in a range of public sector organisations signed up to the Public Sector Compact and the voluntary/community sector.

This post will be funded on a pro rata basis (28.5% Chesterfield and 71.5% Bolsover) and the split of the postholder's activity will reflect that balance.

1.2 Job Purpose

The purpose of this post is to ensure the effective delivery of the programme and flexibly and proactively to build and facilitate the partnership through which it will be delivered. Beyond the scope of the existing programme, the postholder will seek and seize opportunities to further extend apprenticeship opportunities in the Bolsover and Chesterfield areas.

JOB DESCRIPTION

The postholder will have strong project management skills to manage the effective delivery of the FJF and Bolsover WNF projects within agreed targets and budgets totaling £1.6m.

Working to the Apprenticeship Steering Group, the postholder will have strong partnership building and facilitation skills through which relationships with a range of partners, particularly in the public sector and voluntary and community sector, can be maintained and extended.

2. GENERAL DUTIES AND RESPONSIBILITIES

The post-holder must, at all times, carry out their duties and responsibilities to comply with the policies, Standing Orders, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.

- 2.1 To manage the effective delivery of the Bolsover WNF and Bolsover and Chesterfield FJF projects within agreed targets and budgets (total £1.6m).
- 2.2 To be responsible for pro-actively developing apprenticeship opportunities in the Bolsover and Chesterfield areas.
- 2.3 To establish and maintain an agreed process of promotion and recruitment onto the programme.
- 2.4 To develop and maintain excellent working relationships with a range of partners including schools, the Connexions Service, Derbyshire Education Business Partnership, Phoenix, FEI and Job Centre Plus to ensure effective promotion and recruitment from the agreed target groups. This may include development of pre-programme activity to promote the programme's benefits.
- 2.5 To negotiate with a range of partners at a senior level to establish apprenticeship placements and provide ongoing liaison.
- 2.6 To establish apprenticeship opportunities within Bolsover District Council directorates.
- 2.7 To establish and manage contractual relationships with training providers.
- 2.8 To work with the National Apprenticeship Service and other partnership structures to promote local apprenticeship opportunities.

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- 2.9 To identify future funding opportunities and develop applications to support ongoing funding.
- 2.10 To work with the VCS in Bolsover to develop apprenticeship opportunities in the sector.
- 2.11 To develop a programme of awareness raising activities including a celebration of the programme and of apprenticeships in general.
- 2.12 To facilitate and report to the Apprenticeship Steering Group.
- 2.13 To provide progress updates to the Core Worklessness Group and wider partnership.
- 2.14 To manage the work of the Bolsover and Chesterfield Apprenticeship Programme Officer.
- 2.15 To establish mechanisms for evaluating the effectiveness of delivery of each cohort and agree any necessary programme amendments.

3. DUTIES AND RESPONSIBILITIES IN RELATION TO HEALTH AND SAFETY

- 3.1 To be aware of the requirements of the Corporate Health and Safety Policy Statement which sets out individual responsibilities for health and safety at work.
- 3.2 To be aware of the Council's Corporate Health and Safety Policy.
- 3.3 To undertake the roles and responsibilities outlined in the Corporate Health and Safety Policy.
- 3.4 To comply with the requirements of the Council's specific health and safety policies, procedures, risk assessments and safe systems of work.
- 3.5 To take care of themselves and others who may be affected by their work activities.

4. DUTIES AND RESPONSIBILITIES IN RELATION TO EQUALITY AND DIVERSITY

- 4.1 To familiarise yourself with the contents of the Council's Corporate Equality Plan, Equality Policy, Race Equality Plan, Disability Equality Plan and Gender Equality Scheme.

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- 4.2 To implement the Council's Equality Diversity policies, plans and schemes.
- 4.3 To challenge all forms of discrimination and harassment.

5. DUTIES AND RESPONSIBILITIES IN RELATION TO COMMUNITY SAFETY (SECTION 17)

- 5.1 To familiarise yourself with the provisions of Section 17 of the Crime and Disorder Act. This section requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised.
- 5.2 To be aware of the need to improve Community Safety and actively to explore ways of improving community safety through the work of the Directorate in which you are employed.

6. DUTIES AND RESPONSIBILITIES IN RELATION TO THE RISK MANAGEMENT STRATEGY

- 6.1 To familiarise yourself with the contents of the Council's Risk Management Strategy.
- 6.2 To undertake the roles and responsibilities of the Council's Risk Management Strategy insofar as it is relevant to your own area of work and the work of the Directorate in which you are employed.

7. DUTIES AND RESPONSIBILITIES IN RELATION TO DATA PROTECTION, FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION REGULATIONS

- 7.1 To familiarise yourself with the Council's Access to Information Policy Statement and departmental Data Protection Code of Practice.
- 7.2 To implement individual responsibilities within the Access to Information Policy, in particular under the Data Protection Act 1998.

8. DUTIES AND RESPONSIBILITIES IN RELATION TO DATA QUALITY MANAGEMENT

- 8.1 To familiarise yourself with the Council's Data Quality Statement and departmental Data Quality arrangements.

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- 8.2 To be aware of the Council's commitment to Quality Assurance schemes such as Customer Excellence, QUEST, Investors in People and other such schemes.

9. REVIEW ARRANGEMENTS

- 9.1 This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure that it remains appropriate for the role in response to emerging priorities and organisational development.

Signature of Manager

Signature of Employee