

HR Advisor (Apprentice Coordinator)

Grade 9-10



European Union
European
Social Fund

Job purpose

As a HR Advisor in the People Services Team, you will support the delivery of the Kirklees Apprenticeships for All ESF Project, particularly focusing on engaging with Apprentices joining Kirklees Council.

The project is part funded by ESF (European Social Fund) and therefore the role is funded by ESF. ESF funds help local areas stimulate their economic development by investing in projects which will support innovation, businesses, skills development, job creation, social inclusion, and local community regenerations.

The Project

Kirklees Apprenticeships for All is a Kirklees Anchor Institutions led approach to ATTRACT, SUPPORT and GROW apprenticeships across the Kirklees Metropolitan District. The Lead Partner, Kirklees Council, along with 3 core Delivery Partners, Kirklees College, Kirklees Active Leisure, the University of Huddersfield, aim to support:

- Productivity growth through improved skills planning and enhanced apprenticeship take-up, particularly in our key employers and sectors; and
- Inclusive growth, ensuring that our most disadvantaged residents can benefit and contribute to the economic growth, by taking up and progressing in apprenticeship opportunities, in turn helping to reduce employment and training gaps these groups face.
- Maximising the use of Apprenticeship Levy across the District, to increase skill levels and enable SMEs that may not currently offer apprenticeship, to do so, thereby improving productivity particularly within supply chains.

The Role

As Apprenticeship Co-Ordinator you will work as part of a small team supporting Kirklees Council's new Apprentices to fully engage in their apprenticeship, identifying their needs and working proactively to support them. You will work with managers to support existing employees to benefit from apprenticeship development opportunities.

You will take lead responsibility for administering the Council's Apprenticeship Levy account and associated quality assurance work with training providers.

The Apprenticeship Co-Ordinator will regularly liaise with the Kirklees Apprenticeships for All project team to align best practice with delivery to the wider district.

This role is based within Corporate Services. Find out more about [working for Kirklees](#).

Key areas of responsibility

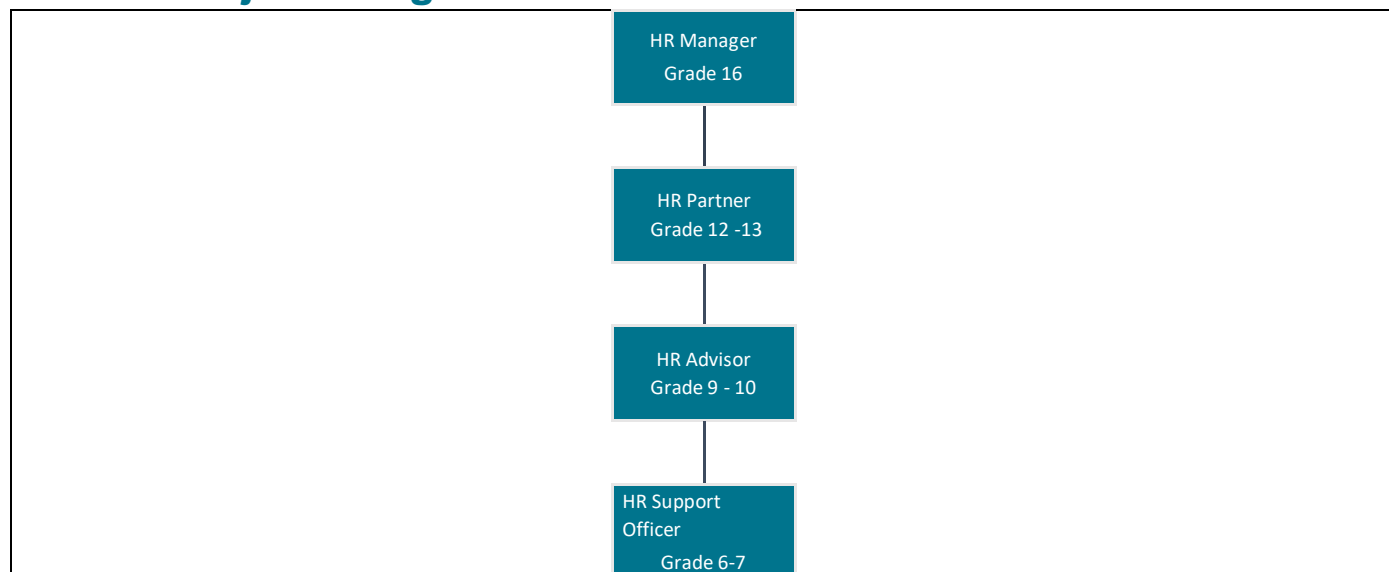
Apprentice Coordinator Specific:

- Assisting with take-up of apprenticeships as part of staff CPD and workforce planning.
- IAG, pastoral care & career progression support for apprentices.
- Managing the council's levy account and training provider relationship.
- Collating, analysing, and presenting apprenticeship data.
- Contribute to the wider KAFA outcomes by undertaking a range of outreach activities to engage participants across the district.
- Meeting ESF funding and outcomes requirements.

Generic HR Advisor:

- Develops a strong partnership approach with managers in services and schools and strives for a good understanding of the service areas.
- Works closely with other HR Advisors to ensure services are being provided effectively, linking in with HR Partners and HR Leadership Team as appropriate.
- Works closely with the trades unions to maintain a healthy relationship.
- Helps develop policies and procedures of a high standard and ensures they are easy to use.
- Ensures that case work is carried out efficiently, using a coaching style with managers, and delivers an excellent level of service.
- Works within the HR budget, helping to make savings whilst still delivering the best service possible.
- Always striving to improve the customer experience by keeping up to date with the best HR practices across Europe.
- Makes the best use of the technology available to improve the service, tapping into networks of creativity.
- Assists on HR projects.
- Takes part in key workstreams.
- Provides a healthy challenge to the status quo and helps to provide innovative solutions.
- Uses information to provide analysis and insight to help managers and HR colleagues to make informed decisions.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Specific to Apprenticeship Coordinator	
Level 3 IAG qualification or commitment to study towards.	Essential
Ability and experience to work with individuals from a range of backgrounds.	Essential
Detailed knowledge of national, regional and local skills/qualification provision.	Essential
Understanding the impact of inequalities on individuals and building a rapport with individuals taking a restorative approach.	Essential
Excellent communication skills with the ability to adapt to a wide range of personality types, managing participant expectations.	Essential
Influencing skills being able to negotiate expectations of employers and their workforce.	Essential
Strong team player with a positive and flexible approach to both work and colleagues.	Essential
Solution focussed approach to employee engagement.	Essential
Is able to work independently managing and prioritising duties and participant needs.	Essential
Generic HR Advisor requirements:	
CIPD qualified or have experience of working in HR within a large multi-unionised organization.	Desirable

Broad HR experience covering most of the major HR functions.	Desirable
Good working knowledge of employment legislation and confidence to apply it.	Essential
Experience of handling difficult situations and problems and resolving them effectively.	Essential
Experience of presenting information in formats suitable for a variety of audiences.	Essential
Good industrial relations skills and the ability to form good working relationships with the unions.	Desirable
Good team working skills	Essential
Has a sensitive and confidential approach.	Essential
Understands how HR integrates with other Council services to provide an efficient and effective HR Service.	Desirable
Experience in using HR processes, policies, practices, tools and approaches effectively.	Essential
Good role model.	Essential

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Office Use Only:

Job Category	Human Resources	Grading ID	64520 and 64530
Job ID	80100687	Last Updated	Sept 2022
Job Focus	Yes - Combined	Career Progression	Yes

Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No