

## Apprentice Project Officer - Grade 6-8 (£19,554 - £26,317)

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities. We know we have challenging times ahead so we are always looking for better and smarter ways to work.

This opportunity is to work within the Transformation Team, providing support to projects that transform 'the way that we do things around here'. This requires us to build a new relationship with communities, make best use of all available resources and collaborate much more with our partners. To be successful, all of this activity has to be underpinned by a modern, flexible and emotionally intelligent workforce.

We are undertaking a portfolio of change programmes to help achieve our Transformation – which supports communities to do more for themselves and each other, safeguards vulnerable citizens, creates trust and connections between institutions, businesses and citizens, and which primarily focuses on the things that only the Council can do. Under the direction of a Project Manager you will support the development and delivery of identified projects.

This role is part of the Transformation Team, based within the Corporate Strategy, Commissioning, and Public Health directorate of the Council.

### The Job

The projects and programmes within our Transformation Portfolio will deliver change across the whole council, challenging how we deliver services in the future. Delivering these projects can be complex and require consideration of new systems, processes and ways of working, to meet the needs of Kirklees – its people, places and partners.

You will support various projects across the Council. You will have a proactive approach to project management including project planning, time management, working to deadlines, research, providing written reports and consultation with stakeholders.

With a flexible working approach, you will attend meetings, co-ordinate sub groups, collect data and contribute to project reports.

You will monitor the progress of projects and report to the Project Manager with relevant issues and recommendations. You will be expected to work across various projects simultaneously and to prioritise and plan your own workload.

You will develop and maintain systems which monitor, evaluate and review project outcomes and service change. The training provider will support apprentices in achieving these during their apprenticeship. Delivery of the apprenticeship will be through a mixture of theory based input and experiential learning, which will be provided within the workplace by a team of sector expert tutors. Alongside this, apprentices will be supported through their training by a designated sector based Training Officer who will review and track apprenticeship progress.

### Job Checklist

- Takes a proactive approach to managing and prioritising workload and is resilient under pressure.
- Communicates effectively, both verbally and in writing, presenting information clearly and concisely.
- Supports the monitoring and delivery of tasks and projects, proactively keeping information up to date, and enabling delivery in line with the required timescales and budget.
- Maintains project management and financial documents, contributing to project/ programme reporting and auditing.
- Builds positive working relationships across the team and Council, maintaining lines of communication with stakeholders that support the delivery of projects.
- Contributes to activities which support culture change, collaboration and new ways of working
- Uses the MS office suite of applications (in particular Excel, Word, PowerPoint)
- Please click [here](#) to see your responsibilities related to safeguarding.

## The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work.

You will be a motivated individual keen to build on your experience of successfully prioritising your work to manage multiple tasks and/or projects to a variety of deadlines. You will be flexible, and keen to grow your knowledge further in a project management environment. You will be committed to gaining the experience and credibility you need to work with managers and stakeholders, and ensure project outcomes are successfully delivered on time.

You will be able to see connections between activities and concepts, and apply this ability to understanding links between transformation projects and other Council initiatives.

You will possess a range of communication and interpersonal skills to work with a variety of employees and stakeholders at all levels. You will be aware that change can have an impact on people, and be able to be sensitive to others, presenting a positive and professional image.

You'll have an interest in local government, and in particular transformation and culture change. You'll enjoy working independently and as part of a team to make a positive contribution.

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

This job is at level 1 to 2. To find out more about Council Behaviours please click [here](#)

## Person Checklist

- You will need 5 GCSEs at grade A\* to C (minimum Grade 4) or equivalent - including English and Maths.
- You will be willing to undertake a Level 4 Apprenticeship in Project Management.
- Experience of providing support, as part of a team, to the successful delivery of tasks and/or projects.
- Experience of dealing with multiple tasks, to different or conflicting deadlines.
- Awareness of the issues facing local government.
- Awareness of the issues of working in a political environment.
- Has a pro-active approach to problem solving together with the ability to analyse, determine and prioritise key actions to deliver successful outcomes.
- Experience of effective communication and engagement with a range of different stakeholders.
- Ability to write clear and concise reports and documentation on a variety of project related topics.
- Ability to carry out research and present information in a concise way.
- Good IT skills, with particular knowledge of Word, PowerPoint, and Excel.
- Numeracy skills to be able to perform accurate financial and arithmetical calculations.
- Excellent team player, with positive and flexible approach.

**Please note you are only eligible to apply for this role if you meet the Apprenticeship Funding Criteria as below**

- You have been a resident in the UK for at least 3 years (there are some exceptions to this so applicants will need to be considered on case by case basis as required).
- You are not in full time compulsory education.
- You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.

**Successful candidates need to meet the criteria**

*This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular 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 Recruitment Purposes:** In order to be considered for this job you will need to demonstrate in your application how you meet the requirements in the Person Checklist.