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| Description: Description: cid:_com_android_email_attachmentprovider_1_4837_RAW@sec.galaxytab | Job Description | January 2024 |

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| **Role:** People Team Apprentice | **Region / Department:** People Team |
| **Reports to:** TBC | Pay : £21,132 pro-rata, per annum (Grade 1) |
| **Location:** Hermiston Quay, 5 Cultins Road, Edinburgh EH11 4DF / with flexibility to include some working-at-home under our Hybrid Working arrangements | **Type of Contract:** Fixed Term,12- month Apprenticeship, Full Time |
| **Cost centre**: 2201 | **Activity code**: PH2/Z |

# JOB PURPOSE

The People Team provides an HR professional and support service to Regions and Departments across the Trust. The Apprentice role will contribute to the smooth running of the People Team by providing administrative support to various HR-related activities.

The People Team Apprentice role will provide training in a variety of administrative tasks in a Human Resources setting. This apprenticeship is a great opportunity to learn, train and experience work in a professional environment where we take pride in providing an excellent service to colleagues and managers across the Trust.

The Apprentice will also study for a Modern Apprenticeship (SVQ in Business Administration at SCQF Level 6) with Rewards Training.

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

The Apprentice will take direction from the People Director (or other delegated team member as appropriate to the task), working alongside other staff. The Apprentice will have regular guidance and review from Rewards Training, who are working on the Trust’s behalf as our training provider. The employment is for a fixed period of 12 months, subject to continued progression on the course and acceptable performance.

**Duties will include:**

* General administrative support for The People Team - this may include assisting; People Director, People Business Coordinators, People Partnering & Advice/People Systems & Operations and Organisational Development.
* Supporting above teams with Project Implementation i.e. updating relevant spreadsheets & HR Systems, communicating with other NTS colleagues.
* Scanning/saving private & confidential paperwork in line with Archive procedures.
* Raising purchase orders for People Team and recording on Purchase Order spreadsheet.
* Assisting in monitoring several mailboxes including recruitment & general HR incoming emails.
* Diary Management/assisting with arranging travel & accommodation/supporting with training & meeting arrangements.
* Any other relevant duties appropriate to the role.

**To provide a consistently high standard of customer care at all times:**

* Assisting colleagues with queries in an efficient and friendly manner and passing enquiries on to other team members where appropriate.
* Working in harmony with other departments (such as Operational Teams) to provide an efficient service for the Trust.
* Ensuring all correspondence and discussions are treated confidentially and in line with GDPR.

**Health and Safety**

* Work within the Trust’s Health and Safety policy and procedures.

**SCOPE OF JOB**

Tools/equipment

* Use of a computer and photocopier.

The current duties of this job **do not** require a criminal records (Disclosure Scotland) check to be carried out.

**REQUIRED SKILLS, EXPERIENCE & KNOWLEDGE**

Essential:

* No experience necessary but a positive attitude, flexibility and willingness to learn is important.
* Good IT skills with experience of Word, Excel and Outlook, and confident about learning other IT software packages.
* Good communication skills (written and verbal).
* Good interpersonal skills with the ability to interact confidently with a wide range of colleagues and suppliers staff.
* Methodical approach with an eye for detail and accuracy.
* Team player.

Desirable

* Nat 5 English and Maths.

The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

**Applications**

Interested applicants should forward a CV by email to [debbie.currie@rewardstraining.com](mailto:debbie.currie@rewardstraining.com) by 16th February 2024

Please note – Apprenticeships will start end of February/beginning of March 2024, subject to successful interview and selection.