

Administrative Assistant Apprentice

Salary: Apprentice Band B - £16,331

37 Hours per week

Fixed term for 18 months

The Service

The Regeneration Directorate is responsible for a wide range of services which all work together to deliver the City Council's vision. We are responsible for traffic and transport, infrastructure, major developments, commercial property, planning and economic growth. The purpose of the Administration team is to support these services to achieve their objectives. The majority of our work supports the Parking service and the Transport teams but this is changing as we reshape our service to meet the changing needs of the Directorate. This will be a busy and challenging role for someone who enjoys working as part of a team.

What is the role?

The Administration Team work on a rota basis to cover a wide range of tasks, often with competing priorities. Most tasks need to be performed daily, at the Civic Offices but there is a mixture of office based and homeworking. The main tasks include:

- Opening, recording, sorting and routing post and cheque payments.
- Scanning, indexing and processing correspondence.
- Preparing, checking, printing and sending Parking service notices and correspondence.
- Recording and routing enquiries from councillors and the public to the appropriate service area and monitoring the progress of our responses against our service targets.
- Preparing mail merges and sending out high-volume mail-outs.
- Setting up meetings, booking conference rooms, booking business visitors to the building and greeting them when they arrive.
- Supporting meetings by preparing agendas, setting up rooms, minute taking and tracking actions agreed.
- Maintaining and updating data held in spreadsheets.
- Responsible for the loan of laptops, projectors and other equipment within the service using the booking-out system.
- Purchasing cycle products and office supplies.
- Booking training courses, conferences and accommodation.
- Phone cover for enquiries to when other staff are absent.
- Cover for the Director's PA when required.

As part of this role you will complete the Level 3 Business Administration qualification.

Who is the person?

You will need to:

- Be organised, trustworthy and reliable.
- Want to gain experience and knowledge of administration work in a local government setting.
- Be able to learn to effectively manage your time to achieve your tasks within deadlines.
- Have a good eye for detail and be able to work with a high level of accuracy.
- Have good communication and interpersonal skills and be able to liaise with a range of people.
- Be a good team player, adaptable and flexible in response to the needs of the service.
- Have good IT skills and be familiar with MS office tools, including Word, Excel & Outlook, with the ability to learn and use internal systems.
- Good written/recording skills as you will be taking minutes and communicating by email.
- Have a clear understanding of confidentiality and data protection.

Closing time/date, midnight on 7th March 2021.

Applications received after this may not be considered.

Interviews/assessments will be held on 15th/16th March 2021.

As part of the interview process you will be asked to complete an assessment. The assessment will include a test of your ability to accurately use Excel and Word, basic numeracy and include a note taking exercise.

If applying as an internal secondment you will need permission from your current line manager releasing you for this secondment. Please state you have this on your application form.

How to apply: Please find attached the application form. Please download the application form and complete. You will then need to press the apply button on the advert, fill in your personal details and then submit your completed application form as your CV/resume.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.



For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

