



Cyngor Bwrdeistref Sirol Rhondda Cynon Taf
Rhondda Cynon Taf County Borough Council

Pecyn Gwybodaeth i Ymgeiswyr Candidate Information Pack



RHONDDA CYNON TAF

JOB DESCRIPTION

Temporary Apprentice Administration Assistant

Post Reference Number: TBC

Date of Job Description:

Salary and Grade	NMW
Location	Ty Elai
Group	Chief Executive
Division	Pensions Procurement & Transactional Services
Section	Central Business Support Unit
DBS Required	No

Why have an Apprenticeship with RCT Council?

RCT Council's award-winning Apprenticeship Scheme has been running since 2012. In that time, we have employed over 300 apprentices across a variety of services.

During an Apprenticeship with RCT, you will work alongside experienced Council Officers, gaining job-specific knowledge and skills. Apprenticeships mix on-the-job training with classroom learning. They provide you with the skills you need for your chosen career that will also lead to nationally recognised qualifications. As an Apprentice you will earn while you learn, we pay National Minimum Wage.

RCT Council Apprentices also have access to a wide range of staff benefits which include:

- 25 days Annual Leave
- Discounted LeisureForLife Membership
- Vectis Card (staff discount)

To find out more about RCT Council's Apprenticeship Scheme and how to complete our application form visit our platform via the following link: [RCT Apprenticeship Platform](#)

What our Apprentices have to say:

Find out what some of our past and present apprentices have to say about their apprenticeship placement with RCT Council.

[Case Studies](#)

[3 Words to Describe Your Apprenticeship](#)

[Industry Talks 1](#)

[Industry Talks 2](#)

Purpose of the post:

To contribute to the effective delivery of the Digital Print, Records Management and Mail functions within the Business Support Unit, Ty Elai. It is anticipated that the apprentice will also be exposed to the wider functions of the Business Support Unit and will benefit from a work and training plan exposing them to all areas of the service.

What you will deliver:

Under the guidance and supervision of suitably trained staff, you, the apprentice will develop skills and abilities in, and assist the departments with:

Complete the apprenticeship framework and undertake any other training relevant to the role, including coaching from a supervisor and on the job training.

To play an active role in the Corporate Business Support Unit

To operate all digital print and associated machinery ensuring all equipment is used safely and appropriately.

To provide quality assurance of all print outputs ensuring compliance with client specifications.

To support effective delivery of the Records Management storage and organisation to include:

- Document collection/delivery, storage and traceability

- Box, file & document retrieval services
- Scan-on Demand & bulk document scanning services
- Box, file & document cataloguing & indexing services
- Secure & confidential document shredding services
- Document Retention and Disposal

To sort/scan incoming mail and ensure despatch as necessary.

To provide efficient use of appropriate machinery for scanning.

To ensure the appropriate disposal of all confidential documents in an efficient and effective manner.

To monitor and apply necessary stock controls for the unit.

To undertake generic business administrative tasks to meet the needs of the service and its customers.

To provide cover for other administrative staff across different teams within the service when required/requested.

To undertake any relevant training in line with the requirements of the role.

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

Protecting Children and Vulnerable Adults is a core responsibility of all staff.

All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Experience:

Essential	Desirable
Essential	Desirable
will be required to undertake a basic Welsh Language Induction to reach this level. Experience of using IT with a good working knowledge of Word and Excel. Please refer to The Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills	On the levels please refer to the Welsh Language Skills Guidance online www.rctcbc.gov.uk/WelshSkills
	Experience of Microsoft Packages

What skills you will use in the workplace:

Competency Family	
Competency Areas	Competency behaviours and values
Personal Effectiveness	Is eager and willing to learn new skills Is highly dependable and trustworthy
Communicating Effectively	Communicates clearly and concisely Has a pleasant and friendly communication style
Focusing on Service Users	Has a positive attitude towards helping people, and is willing to go the extra mile Understands customers actual needs.

Special Conditions and Professional Requirements

To complete the qualification and undertake any other training relevant to the post.

Ability to travel independently in line with the requirements of the post and any training required.