



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Apprentice Townscape Heritage Support Officer

Vacancy ID: 010846

Salary: £8,392.00 - £15,839.00 Annually

Closing Date: 16/02/2020

Benefits & Grade

Apprentice, age dependent

Contract Details

Fixed Term 18-21 months until completion of the apprenticeship

Contract Hours

37 hours per week

Job Description

We are seeking to appoint an enthusiastic apprentice to undertake our Townscape Heritage Support Officer role, within our Capital Programme and Project Team. This is an exciting opportunity to complete a Level 3 Business Admin apprenticeship qualification whilst gaining valuable work experience at Stockton-on-Tees Brough Council helping to deliver a Townscape Heritage (TH) project in Stockton Town Centre's Northern Gateway.

The TH project will focus on heritage around the Norton Road area which suffers from vacancy, neglect and decay. It will seek to restore many of the architectural features and thus conserve the physical appearance of the historic built environment of the area. The project, which has been awarded a £1.8m National Lottery Heritage Fund grant, will focus on restoring up to 16 buildings around the National Lottery funded Globe Theatre and Victoria Estate housing development. It will deliver a public realm scheme and run a series of heritage focused complementary activity projects which will raise public awareness of the TH project and the heritage at the Northern end of the High Street.

The role will support the Senior Townscape Heritage Project Officer to organise and deliver the TH Project, particularly the complementary heritage activities and initiatives. These include heritage skills training, working with volunteers, projects with local schools, heritage events, digital projects and an archaeological excavation.

We are looking for an enthusiastic, hard-working, positive individual who is self-motivated and able to work on their own initiative as well as being a team player. The successful candidate will be committed to providing excellent service, be willing to learn and develop, and will not be afraid to try new things.

Apprenticeship opportunities are open to anyone over the age of 16 years with no upper age limit. Please note however, that will be required to meet the entry requirements for the Level 3 Business Administration course which will be delivered by Learning & Skills.


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Fiona Riley, Senior Townscape Heritage Project Officer on 01642 524551 or Simon Mills, Principal Capital Programme Officer on 01642 526991.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Economic Growth and Development Services		Service Area: Capital Programme and Projects
JOB TITLE: Apprentice Townscape Heritage Support Officer		
DURATION: 18-21 months until completion of the apprenticeship		
GRADE: Apprenticeship		
REPORTING TO: Senior Townscape Heritage Project Officer		
1.	JOB SUMMARY: To provide clerical and administrative support for Townscape Heritage – Stockton Town Centre Northern Gateway Project as overseen in Economic Growth and Development Services. To assist with the provision of an efficient, professional and customer-focused service which supports officers involved in the delivery of Townscape Heritage scheme. To provide clerical and administrative support to Capital Programme and Projects Team as and when required.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	Undertaking a range of Administration duties including: <ul style="list-style-type: none"> • First Line response to queries relating to the Townscape Heritage Activity Programme • Marketing, promotion and organisation of events and meetings including booking of rooms / venues • Preparation of documents • Printing documents & publications • Ordering Supplies, Services and Works and maintaining inventory • Photocopying • Receipt, Distribution, Collection and dispatch of Mail • Filing & Information Management • Scanning and Indexing • Maintain Records as Required • Typing • Cheque and Petty Cash handling • Customer / Visitor care • Raising Invoice Requisitions • Diary Management • Taking Minutes of Meetings 	
2.	Maintaining attendance at both work and college to enable satisfactory completion of qualifications.	

3.	Using Information Technology which includes Microsoft Office and any other in house systems.
4.	Making a positive contribution to the design, implementation and maintenance of office systems and procedures.
5.	To shadow colleagues as directed.
6.	Ensuring that current legislation and Council policies and procedures are adhered to in the provision of services.
7.	Work alongside Senior Townscape Heritage Project Officer in delivering activities set out in the Townscape Heritage Activities Plan.

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.



PERSON SPECIFICATION

Job Title/Grade	Apprentice Townscape Heritage Support Officer	
Directorate	Economic Growth and Development Services	
Post Ref:	POS007027	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Functional skills English & Maths Level 2 / GCSE Grade C / 4 or above <p>Please note: You must not hold an existing qualification at the same or higher level (Level 3 or above) as this apprenticeship in a similar subject (Business Administration).</p>	<ul style="list-style-type: none"> NVQ Level 2 in Business Administration or equivalent. 	Application form
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting). 	<ul style="list-style-type: none"> Office experience e.g. record keeping, filing, use of standard office aids e.g. photocopier etc. 	Application / Interview

Knowledge & Skills	<ul style="list-style-type: none">• Able to use Microsoft Office e.g. Word and Excel• Legible handwriting.• Good attention to detail.• Be articulate and able to converse confidently in a pleasant and professional manner.• Be numerate and have the ability to copy/transfer information accurately.		Application / Interview
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	<ul style="list-style-type: none"> • Have the ability to understand and apply regulations and written instructions. • The ability to communicate both orally and in writing 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Flexible approach to work. • Ability to be punctual. • The ability to solve problems logically • High personal standards and self-discipline in working to tight deadlines • The ability to work as an effective member of a team • Self-motivated. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Smart Appearance 	<ul style="list-style-type: none"> • An interest in local history/heritage. 	

Person Specification dated: January 2020