

## **JOB DESCRIPTION**

**POST TITLE:** PEOPLE SERVICES APPRENTICE

**POST NUMBER:** PP08

**DEPARTMENT:** PEOPLE SERVICES

**RESPONSIBLE TO:** HR BUSINESS PARTNER

### **KEY CORPORATE ACCOUNTABILITIES:**

To work in a supportive capacity to the HR Advisors and HR Business Partner, contributing to the troubleshooting of risk and supporting change across the Council.

To support on initiatives involved with Employee Relations and Learning & Development.

To share insights from the services and propose new initiatives for change and improvement.

### **KEY SERVICE ACCOUNTABILITIES:**

1. Support with the development of policies and procedures, document control and gaining insights into how policies are shaped within the organisation
2. Work with the HR Advisors and HR Business Partner to support L&D Initiatives by contributing to course content, the course catalogue, supporting in courses and gathering feedback for reflection and drive down outstanding learning.
3. Support the HR Advisors with the promotion and advocacy of other initiatives such as Learning Partnerships, Staff Surveys, Appraisal completion rates and other initiatives related to workforce planning.
4. Support HR Advisors with HR Casework by attending meetings as appropriate and keeping the data trackers updated and accurate.
5. Work with the HR Advisors and HR Business Partners to improve upon workforce data (including reports and dashboards) to help identify trends, undertake analysis and promote change.
6. To assist in producing correspondence and helping to develop strong templates to reflect current working practices.
7. To undertake any other duties as may be assigned or required by the People Services team.

**OTHER DUTIES:**

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

**HEALTH AND SAFETY:** The Council has a Health and Safety Policy which outlines its responsibilities as an employer and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this Policy and comply with its content.

**RISK MANAGEMENT:** All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Group Manager or Senior Manager.

**DATA PROTECTION:** It is the responsibility of the post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

**SAFEGUARDING CHILDREN AND ADULTS AT RISK:**

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

**SINGLE EQUALITY SCHEME:** The Council has a Single Equality Scheme which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Scheme.

## MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs
Changing & Improving	You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner
Making Effective Decisions	You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions
Delivering Quality, Value & Pace	You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner
Leading by Example	You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all
Communicating & Influencing	You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others
Building Capability	You focus on continuous learning and development for self, others and the organisation as a whole
Collaborating & Partnering	You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support

## PERSON SPECIFICATION

CATEGORIES	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Qualified at National Diploma level (A-level/NVQ) or above</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a corporate setting (ideally HR)</li> </ul>
<b>Knowledge and Expertise:</b>	<ul style="list-style-type: none"> <li>• IT skills using MS Office, particularly Outlook, Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in data analysis</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Strong written and oral communication skills, eg ability to speak with confidence to a range of different people.</li> <li>• Ability to manage tasks in a timely fashion without support</li> <li>• Ability to check for accuracy and give attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> <li>• Willing to develop knowledge and experience</li> <li>• Committed to equality of opportunity and understanding diversity issues</li> <li>• Proactive sense of initiative to present new ideas</li> </ul>	<ul style="list-style-type: none"> <li>• A level of confidence to offer constructive challenge</li> <li>• The ability to think about matters in a lateral way</li> </ul>

**Post Ref: PP08**  
**Date: November 2025**