

Business Administrator Apprentice

Salary: Apprentice Band, **£23,473** per annum

Contract: Fixed-term **apprentice** contract for two years

Hours: **Full time** (37 hours per week)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment, to improve outcomes for children.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

The Service:

Portsmouth Legal Services is a friendly hardworking and dedicated team of approximately 40 lawyers and assistant staff who provide commercial and litigation support to the Council departments. We are committed to ensuring an excellent service in all aspects of our work.

The Childcare team is a small energetic team who work tirelessly in a fast paced and demanding area of work to provide support to Children's Social Care in all aspects of safeguarding children.

What is the role?

This role arises as a development opportunity for an individual interested in establishing a career in business support or admin. It will focus on providing administrative support to the childcare team in legal services alongside the candidate following a programme of training and study in business administration.

The appointee will join a large team of busy solicitors, barristers, Chartered Legal Executives and paralegals, who work on matters ranging in complexity, but covering areas of law such as child protection, criminal law, civil litigation, projects, commercial, regeneration schemes, property transactions, planning law, and environmental law.

Your role will be to provide efficient and effective administrative assistance to the childcare legal team including the preparation of court bundles, filing and serving documents and preparation of application forms under supervision.

Duties include:

- Providing efficient and effective administrative assistance to legal services generally
- Corresponding with external agencies including HM Courts & Tribunals Service and solicitor firms
- Keeping accurate records and schedules in accordance with instruction
- Carrying out other tasks and duties as may be allocated by the legal team

- Production, photocopying and scanning of documents in accordance with instructions
- Filing of correspondence and other documents

Who is the person?

You have Level 2 Maths and English (GCSE or equivalent). An interest in working within a legal environment is an advantage but not essential.

You will need to work towards demonstrating the following skills:

- Interest in progressing a career in business support
- Good understanding of Microsoft Office applications (including Word, Excel and PowerPoint) and experience of using databases.
- Opportunity to gain written and verbal communication skills and ability to work collaboratively as part of a busy team
- You will be people focussed, show respect and have the ability to work inclusively with all people that you encounter.
- Good understanding of Outlook skills and in time the management of diaries and meetings, with the ability to prioritise effectively.
- Interest in designing, developing and implementing effective administrative procedures for the legal team
- Gain skills to influence others and negotiate when necessary
- This role requires a level of integrity as there is a large amount of confidential data that is processed within the department

You will be:

- Organised with an attention to detail, as you will be dealing with a varied workload.
- Expected to ensure work is completed within agreed timescales with excellent outcomes.
- Responsible and accountable for the delivery of your personal tasks and outcomes.
- An excellent communicator as you will be dealing with people at all levels of the organisation.
- Able to ensure your advice is understood and implemented.
- Able to work as part of a team to ensure a smooth delivery of the service
- Consistent, supportive, proactive and flexible.
- Adaptable to the changing needs of the service and to support the Council's core business priorities.

- An ambitious and creative individual able to bring fresh new ideas to set us apart from others.
- Committed to team success with a positive and energetic attitude.
- Take pride in your and our successes.
- Committed to delivering exceptional legal services.

Whilst this is a fixed-term role at apprenticeship level for the right candidate, there are a number of career progression opportunities within Legal Services and also within Portsmouth City Council as an organisation. We have previously been able to offer similar apprentices the opportunity to extend their experience by undertaking Legal Qualifications or to increase their skills and we are hopeful that there will be development within Legal Services to work with the Business Manager.

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

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.