



## **Learning & Research Apprentice (HDRC)**

Learning & Development Practitioner Apprentice Level 3

**Salary:** £24,310 per annum

**Hours:** Full-time, 37 hours per week

**Contract:** Fixed term contract for 21 months

**Start Date:** September 2025

**Location:** Portsmouth City Council (Hybrid working available)

### **The Service**

This apprenticeship sits within the Learning & Development team and will support colleagues in Public Health who are delivering the Health Determinants Research Collaboration (HDRC)—a strategic partnership between Portsmouth City Council, The Hive, and the University of Portsmouth. This is a unique opportunity to contribute to one of only 30 HDRCs nationally, aimed at strengthening the use of research and evidence in local decision-making to address the wider determinants of health and reduce health inequalities.

### **What is the role?**

The apprentice will play a key role in supporting the design and delivery of training and development initiatives that align with the goals of the Health Determinants Research Collaboration (HDRC) and Portsmouth City Council's internal change plan to become a more research-active, evidence-informed organisation.

Key responsibilities include:

- Supporting the creation of a roadmap to build research capability across the council.
- Researching, promoting, and coordinating a wide range of learning opportunities relevant to the wider determinants of health.
- Analysing data to identify training needs specific to the HDRC programme.
- Designing and delivering training that supports evidence-based practice and addresses health inequalities.

The apprentice will work closely with the HDRC team and wider stakeholders to foster a culture of collaborative learning and continuous improvement. This role will directly contribute to embedding research and evidence into local decision-making and service delivery.



## Who is the person?

We're looking for someone who is curious, motivated and eager to learn. As an apprentice you will be supported to develop your skills and confidence in the following areas:

1. Gain strong time management, organisational and administrative skills
2. Be able to interpret data and use the information to create meaningful training
3. Be able to deliver presentations to staff as and when required.
4. Have competent IT skills and be able to use the applications in the Microsoft Office suite.
5. Be able to use effective research skills in day-to-day work.
6. Have good influencing and negotiation skills as you will be working with a range of stakeholders and across multiple teams.
7. Provide advice and guidance on training and apprenticeship opportunities.
8. Be able to work in a team environment or individually as required
9. Be able to evaluate and monitor the effectiveness of the training that you have created and contribute to the continued learning and evaluation of the HDRC programme
10. Be an assertive person who can act upon their own initiative but know when to ask for help and how to escalate issues.
11. Be able to communicate confidently with a wide range of people encompassing differing levels of the business, training providers and external stakeholders
12. Can converse at ease with a wide range of stakeholders and provide information in accurate spoken and written English.

## You need to have:

- - GCSE English Language (Grade 4/C or above)

Desirable:

- - Interest in being part of a meaningful project improving health outcomes in Portsmouth.
- - Interest in research and developing a research-based career
- - GCSE Maths (Grade 4/C or above)

## Additional questions

As part of your application, we ask that you answer the **two questions** below, these questions relate to the role and help the manager with the selection process.

1. **What interests you about contributing to a project aimed at improving health outcomes in Portsmouth?**  
*(Please describe any personal motivations, experiences, or goals that relate to this work.)*
2. **Do you have an interest in pursuing a research-based career, and what experience do you have in presenting information to others - such as public speaking, training, or sharing research findings?**



*(Please include any examples of times you've spoken in public, led a group, or helped others learn something new.)*

Please type your answers to these questions in the '**Additional question**' box of the on-line application form.

## **Training & Support**

You'll be enrolled in the Learning & Development Practitioner Level 3 Apprenticeship with HTP Apprenticeship College. The apprenticeship includes technical knowledge of adult learning theories, skills in training design and stakeholder engagement, and business understanding of organisational values and digital transformation.

Support will be provided by the Apprenticeship Officer and the Learning & Development and HDRC team.

## **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.