



Job Description

Environment Directorate

Post Title: Aspire Apprentice		Grade : £4.32 - £9.77 per hour (depending on age)	
Post Number:	NEW		
Base	TBC (Host Employer within Blaenau Gwent)	Hours of Work:	30 - 40
Car User Allowance	None	Disclosure:	None
Contact	Aspire (01495) 355508	Updated:	October 2018

Principal Job Purpose

Responsible to: Aspire Team
Host Employer

How does it work?

- Apprentices will be employed by Aspire Blaenau Gwent and are placed with a host manufacturing company for the duration of the apprenticeship (2-3 years) following a selection process and interview.
- A learning pathway is agreed by the Host Company and Apprentice with Coleg Y Cymoedd who is the delivery partner and to whom funding has been allocated.
- Apprentices will be required to rotate amongst employers to fulfil any skills gaps
- Apprentices will be paid above minimum apprenticeship wage

Principal Accountabilities

1. Work for the employer and the host employer of the work placement in accordance with the agreed terms and conditions of employment.
2. Undertake training, attend courses if required, keep records, and undertake the necessary tests that will be determined by the employer/host, employer/training provider/college, and to carry out such work that may be required in order to achieve the selected framework outcomes specified in the apprentice's personal training plan.

3. Attend college courses on the designated days and report any issues of attendance, attainment to the Aspire Team
4. Be diligent, punctual and behave in a responsible manner and in accordance with the requirements of the Code of Conduct Policy of Blaenau Gwent County Borough Council and of Health and Safety legislation relating to the apprentice's responsibilities as an individual.
5. Promote at all times the employer's and host employer's best interests. To follow work plans and on the job learning at the host employer.
6. Work the operational hours at the host employers business as per designated working days
7. Ensure that all policies and procedures of the employer and host employer are adhered to including the reporting of sickness absence, lateness, the booking of annual leave and any periods of leave of absence
8. Ensure that Individual Learning plan targets are met, this will be monitored within the probationary period
9. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
10. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Non Managerial

1. Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Aged between 16 and 24 years	Essential	✓			
5 GCSE Grades A-C including STEM subjects	Essential	✓			
A level pass in STEM subjects – especially Maths & Science	Desirable	✓			
Starting VRQ	Desirable	✓			
Completed Enhanced Engineering Programme or Pathways to Apprenticeships	Desirable	✓			
Completed VRQ at college	Desirable	✓			
Other experience					
Some experience of working within a manufacturing environment	Desirable	✓	✓		
2. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh Language Ability	Desirable	✓	✓	✓	✓

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Delivering the service	Plans ahead, organises work in advance				✓
	Involves line manager/colleagues in setting and meeting targets				✓
	Reorganises work when necessary				✓
	Sees tasks through to completion whenever possible				✓
	Seeks help if workload becomes unmanageable				✓
	Uses initiative to report issues that arise that impact on others				✓

		Assessment Method			
Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Improvement & Change	Is prepared to try new things & feedback results				✓
	Understands that changes are needed if things are to be improved				✓
	Finds new and creative ways of doing things better				✓
	Actively seeks to develop own skills and knowledge				✓
	Learns from mistakes & welcomes constructive feedback				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Providing Excellent Customer Service	Recognises the importance of high standards of customer service				✓
	Is committed to providing an excellent service to the all the citizens of Blaenau Gwent				✓
	Understands the links between own professionalism and the possible impact on the Authority's image				✓
	Has a professional attitude that sets an example to colleagues				✓
	Takes pride in own work and that of colleagues				✓
	Is respectful, courteous and helpful at all times				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Team Working	Reacts constructively to others' suggestions and requests				✓
	Recognises potential value of others' opinions and actively seeks their contributions				✓
	Asks for help when necessary				✓
	Actively seeks to help others				✓
	Is aware of the impact of own behaviour on others				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc. (please specify)	Probationary Period/ Performance Coaching
Communicating	Adapts content and style to help others understand				✓
	Makes sure that people are regularly informed				✓
	Uses appropriate language, gestures and tone when talking with others				✓
	Checks others have understood & seeks advice when necessary				✓
	Actively seeks to improve all forms of communication with others				✓
	Communicates professionally by using formal channels appropriate to the situation				✓