**LONDON BOROUGH OF LEWISHAM APPRENTICESHIP SCHEME**

**Job Description**

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| **Directorate:** | Corporate Services |
| **Section:** | Executive Support Office / Overview and Scrutiny |
| **Job Title:** | Business Support and Meeting Administration Apprentice |
| **Grade:** | APYR1 |
| **Reports to:** | Scrutiny Manager |
| **Contract Duration:** | 18 months (35 hours per week) |

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**Main purpose of the job:**

To undertake a range of business administration duties to provide coordinated, flexible and effective support to the operation of the Executive Support Office.

To support the scrutiny function by carrying out a range of administrative and support tasks in relation to meetings and other scrutiny activity.

Providing high-quality support and advice to elected members and officers on a range of complex and sensitive issues.

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**Summary of responsibilities and personal duties:**

1. Undertake day-to-day administrative support to the Executive Support Office and scrutiny team and attend regular team meetings as required.
2. Assist with meeting administration, including informal and formal scrutiny meetings, admin support for our pandemic board meetings, recovery process meetings and local incident meetings should there be a significant local outbreak of Covid 19 in Lewisham. This may include despatching meeting papers, taking minutes and actions at meetings and moderating evening scrutiny meetings on Microsoft Teams.
3. Support the Chief Executive’s office in arranging ward visits for members of the Executive Support Team and Ward Councillors.
4. Undertake research and prepare written briefings in support of investigations being carried out by scrutiny committees or task and finish groups.
5. Contribute to the planning and organisation of visits and engagement activities being carried out by scrutiny committees or task and finish groups.
6. Assist with communications work and social media engagement in relation to scrutiny investigations.
7. To be competent in the use of common IT packages including Microsoft Outlook, Word, Excel and PowerPoint.
8. Become competent in specific IT systems including Microsoft Teams and Oracle. (Training will be provided).
9. Prepare agendas and minutes for binding and archiving.
10. Process invoices and order stationary and IT equipment.
11. Ensure excellent customer service and communications in a business environment, via the telephone or face to face, taking and recording messages on behalf of the Executive Support Office and Scrutiny Team.
12. Ensure confidentiality is maintained in all matters and at all times.
13. Ensure effective and accurate input, storage, processing and retrieval of data and information using the Council’s systems.
14. Promote equality, diversity and inclusion in the Council.
15. Carry out other duties as directed within the scope of the post.

**Special Requirements**

1. Ability to attend evening meetings (time of in lieu will be provided)
2. Compliance with requirements for political restricted posts
3. Candidates must have eligibility to work in the UK
4. Candidates must be over the age of 18 (there is no upper age limit)
5. Candidates must be a Lewisham borough resident (the electoral register will be used to verify this information)
6. Candidate must be able to pass an initial assessment in Maths and English.