

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

<b>Designation:</b>	Housing and Property Apprentice – Accommodation Supply and Resettlement Service	Grade:	LLW
Reports to (Designation):	Accommodation Supply and Resettlement Service Manager	Grade:	SGM1
Directorate:	Housing	Section:	Accommodation Supply and Resettlement Service

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#### Main Purpose of the job:

We are looking for a Housing and Property Apprentice to support the Accommodation Supply and Resettlement Service. The Apprentice will also be working closely with the wider team and stakeholders across the borough. The role will provide administrative support while helping to maintain the department systems.

#### Summary of Responsibilities and Personal Duties:

The Business Admin Apprentice will:

- Give administrative support the Accommodation Supply and Resettlement Service
- Organise/book meetings and take minutes
- Help to arrange events
- Build good working relationships with all internal and external stakeholders
- Update systems and data entry
- Providing additional support where needed

#### As a Lewisham Officer you will:

Be responsible for professional advice and support in the service area to deliver in partnership with others the councils vision, values and ways of working.

Ensure the delivery of identified service objectives and continuous improvement of service targets.

Ensure performance and quality improvement through supporting and nurturing others to lead and manage innovative approaches to achieving results.

Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and core values.

Carry out these and any other duties within the scope of the post flexibly and with full regard to the confidential nature of the post.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Consideration will be given to making reasonable adjustments for a disabled postholder

**THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET  
THE CHANGING NEEDS OF THE SERVICE.**