

TENDRING DISTRICT COUNCIL

JOB DESCRIPTION

Job Title:	Sunspot Apprentice	Post No:	
Department:	Economic Growth and Leisure	Grade:	Apprentice
Reports To:	Economic Development Officer		

1. Main Purpose of the Role

To assist with the running of the Sunspot facility.

2. Job Activities

- Support tenants booking the facilities for meetings, market and events.
- Support external customer in books for meetings, market and events.
- Showing potential new tenants around.
- Marketing
- Carry out routine maintenance checks.
- Raising repairs with contractors as required
- Arranging the meeting/conference room as required.
- Monitoring rent and payments for the hire of the facility.
- Website editing
- Answer the telephone, taking messages and deal with routine enquiries.
- Assist with data input as required by the service.
- Photocopying/scanning and collation of documents as required.
- Procurement and operational administration task.
- Ensuring mileage and subsistence is completed.
- Any other duties as required by the Operations and Facilities Manager or the Economic Growth Team.

Corporate Responsibilities

- To contribute to high quality management standards and best practice across the service, reflecting the values of the Council.
- Must achieve good performance on relevant performance indicators and ensure that all employees understand the aims and objectives of the service, and are able to maximise potential and achievement.
- Must ensure that employees can relate their work to the Council's overall corporate strategy and priorities.
- You are required to adhere to the Council's policies, procedures and schemes.
- Must maintain high quality corporate and service standards and best practice as required.

3. Special Conditions

- You must keep up to date with and implement any changes insofar as they apply to your role be they new or amended legal requirements, internal and external policies or any Council or delegated decisions.
- The post holder may be required to attend evening meetings, work all reasonable hours to ensure deadlines are met and attend out of hours emergencies in connection with any function undertaken by the Council. Limited weekend work may also be necessary.
- Fundamental to the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures associated with the role, adopting professional techniques and good practice at all times.
- The above duties may involve having access to information of a confidential nature, which may be covered by the GDPR/Freedom of Information Act, Council Policies in respect of confidentiality and storage must be followed at all times.

This job description is a guide to the duties the post-holder will be expected to undertake. It is neither exhaustive nor exclusive and will be changed as working requirements dictate.

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PERSON SPECIFICATION

Job Title: **Sunspot Apprentice**

Post No:

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Good GCSE passes or equivalent in English and Mathematics.
- Competent user of Word/PowerPoint/Excel/E Mail and other relevant ICT systems.

COMPETENCY REQUIREMENTS

1.1 Deciding and Initiating Action

- a. Makes prompt, clear decisions which may involve tough choices or considered risks.
- b. Takes responsibility for actions, projects and people.
- c. Takes initiative, acts with confidence & works under own direction.
- d. Initiates and generates activity.

3.2 Persuading and Influencing

- a. Makes a strong personal impression on others.
- b. Gains clear agreement and commitment from others by persuading, convincing and negotiating.
- c. Promotes ideas on behalf of self and or others.
- d. Makes effective use of (internal) political processes to influence and persuade others.

4.1 Writing and Reporting

- a. Writes clearly, succinctly and correctly.
- b. Writes convincingly in an engaging and expressive manner.
- c. Avoids the unnecessary use of jargon or complicated language.
- d. Writes in a well-structured and logical way.
- e. Structures information to meet the needs and understanding of the intended audience.

6.1 Planning and Organising

- a. Sets clearly defined objectives.
- b. Plans activities and projects well in advance and takes account of possible changing circumstances.
- c. Manages time effectively.
- d. Identifies and organises resources needed to accomplish tasks.

- e. Monitors performance against deadlines and milestones.

7.2 Coping with Pressures and Setbacks

- a. Works productively in a high pressure environment.
- b. Keeps emotions under control during difficult situations.
- c. Balances the demands of a work life and a personal life.
- d. Maintains a positive outlook at work.
- e. Handles criticism well and learns from it.