**Job Description**

**Job Title:** Business Administration Apprentice

**Career Level:** Apprentice

**Department or Business Sector:**

**Location**: Various locations; Ansty (Coventry), Liverpool and Oxford

**Reporting to: Sharon Anderson (Executive PA)**

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| **Heading:** | **Description** |
| 1. **Job Purpose**
 | To work with the Executive PA to provide administration support across the business in a timely and efficient manner, whilst undertaking NVQ Business Administration Apprenticeship Level 3. |
| 1. **Communication**
 | * Essential to have ability to build and maintain positive relationships with colleagues across the departments
* Will be required to communicate at all levels of the business, including presenting on a regular basis to managers
* Essential to be able to effectively communicate within the team assigned to as well as maintaining good links across the Business Admin Team
* Ability to work independently whilst maintaining contact with team and line manager, especially if working from home
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| 1. **Innovation**
 | * Expected to always question the way things are done in each department assigned to and not to be afraid to question
* Expected to make improvements in systems where able or make suggestions for improvements where applicable
* Encouragement always given to lead the Business Admin Team in a specific event, eg on Team Building Events to encourage team members to undertake full arrangements and co-ordination, take a full part in the event, and lead the team where this is appropriate
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| 1. **Knowledge**
 | * At least 4 GCSEs including English and Maths
* Some work experience would be useful, although other relevant activities would be considered
* Need to have aptitude to complete relevant college training to support the Apprenticeship framework - liaising with college to deliver this, whilst also managing workload from MTC
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| 1. **Person Specification**
 | All aspects of the role are to be carried out as an exemplar within the business in adhering to the MTC RIGHT way:* Acting responsibly, putting MTC’s interests ahead of personal ambition;
* Providing inspirational leadership to all who come in contact with you;
* Delivering in the broadest sense a great working environment;
* Leading with humility, honesty and integrity in all that you do;
* Promoting teamwork, supporting through difficult times and collectively celebrating our successes.

In addition:* Computer literate with good written and spoken communication skills. Proficient in software packages including Word, Excel and PowerPoint to user level. This includes the ability to give presentations and communicate one to one with staff and external stakeholders in a business manner.
* Willing to learn and take on new challenges to help improve the business. Able to demonstrate and give examples of proactivity.
* The ability to respond to changing priorities and handle a diverse workload.

Apprentices will undertake placements across the business which will normally be 3-6 months in duration and will include opportunities to work in:* Project management
* Finance
* Marketing
* Human Resources
* Engineering Support
* Training

This is not exhaustive and could be adjusted to suit the needs of the apprentice and/or the business (and may include external placement opportunities). |

**Definitions**

**1. Job purpose:**

*Provide an overview of the job, its context in the company;*

*Describe the level and scope of influence and authority that the position should have (is this within the immediate job area or more widely across a business unit or potentially the business as a whole?);*

*Describe the level of impact by reference to the daily scope of the role – does the role holder follow clearly defined procedures under close supervision or is there latitude to set objectives or even strategies?*

**2. Communication:**

*Outline the scope, extent and nature of the communication that this role is responsible for, on a regular basis;*

*What communication skills are required? (to convey information, to reach agreement, to manage communication?);*

*What is the context: internal or external?*

**3. Innovation:**

*To what extent is the role holder required to identify, develop and make improvements to ideas, techniques, procedures, services or products?*

*What is the level of complexity? (are problems generally in one area and well defined or are they multi-dimensional?)*

*Is the role holder expected to make minor changes or to enhance or replace entire processes?*

**4. Knowledge:**

*What is the nature and extent or depth of knowledge required in this job to achieve objectives and add value?*

*Knowledge may be acquired through formal education and/or work experience;*

*First specify the depth of knowledge to be applied and then identify whether the role holder would apply the knowledge as a team member, team leader or manager of teams.*

**5.** **Person Specification:**

*The type of person suitable for the role:*

*For example, does this require someone who enjoys working with lots of detailed data, or someone who enjoys working with customers or potential customers;*

*Would this role be suited to someone with high levels of resilience and an aptitude for working under pressure, to meet deadlines?*

*What sort of prior experience would be necessary or helpful?*