

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Communications Apprentice
<b>Job Evaluation ID:</b>	2105CE
<b>Grade:</b>	3 £18,887 (SCP03) to £19,264 (SCP04)
<b>Directorate:</b>	Education and Corporate Services
<b>Division:</b>	People Services
<b>Section:</b>	Communications Team
<b>Location:</b>	Penallta House, Ystrad Mynach, Hengoed
<b>Responsible to:</b>	Senior Communications Officer

## JOB PURPOSE

To develop a range of work related skills and competencies, gain a sound understanding of the service and wider organisation, and work as part of the Communications Team to support the effective operational delivery of the service.

To successfully complete a Level 3 Apprenticeship qualification through the Welsh Apprenticeship Framework.

## RESPONSIBILITIES

### Job Specific

Contribute to the day-to-day operation of the service as a team member within the service, undertaking a range of tasks and duties (relevant to the level of development) as directed by the line manager.

Gain good experience and knowledge of all aspects of the work in the service area whilst supporting the team to achieve the goals as set out in the Council's Corporate Plan.

Learn and utilise good communication skills in order to competently provide general support and assistance to the service area.

Complete specific tasks and projects in an efficient and timely manner.

Assist in the design and preparation of documentation as required.

Assist in the creation of social media content and measure and evaluate the success.

Assist in the development of and implementation of minor projects.

Assist with the preparation of artwork and other materials associated with advertising.

Assist with the development and delivery of schemes and projects.

Assist in communication duties such as writing media releases, social media and web content.

Ensure compliance with any quality assurance system introduced.

Office, home, agile working including community based activities.

### **Organisational**

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

<b>PERSON SPECIFICATION</b>
-----------------------------

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Ability to undertake a Level 3 qualification on the Credit and Qualifications Framework for Wales (CQFW).	
<b>KNOWLEDGE</b>		An understanding of local government and the wider public sector in Wales.
<b>SKILLS</b>	<p>Confident using IT (for example: email and word processing).</p> <p>Able to work as part of a team.</p> <p>Able to complete tasks in agreed timeframes.</p> <p>Good spoken and written communication skills.</p> <p>Able to follow a structured training programme.</p> <p>Committed and motivated to personal development.</p>	<p>Welsh language skills.</p> <p>Able to use your initiative to resolve simple problems.</p> <p>Ability to navigate social media platforms.</p>
<b>EXPERIENCE</b>	No direct experience required for this role but a genuine interest to develop skills and experience in this area of work is essential.	
<b>OTHER</b>		Able to travel throughout the County Borough during the working day.

<b>For Office Use:</b>	
Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	09/03/2022

Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	No
Registration:	No
Job Description Completion / Review Date:	09/03/2022