

Job description

Apprentice – Administrator (Public Health & Housing)

This supporting role will be required to work at the council's premises at West Suffolk House, Bury St Edmunds and Council Offices, Mildenhall. You may reasonably be required to work at any other of the council's premises as required in order to meet the needs of the service.

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee.

Key responsibilities and activities:

To assist in providing an effective and efficient administration service under the direction of the Public Health & Housing Officer. This will include the following:

- Answering phone calls and emails
- Liaise with a variety of people both within the council and external
- Providing support with the grant options that are available
- Providing support with eligibility for works to be completed
- Assisting with the completion of financial assessments
- Checking applications, schedules of works and plans
- Inputting information onto a database
- Drafting reports
- Assisting with the raising of purchase order and payment of invoices
- Supporting the Public Health & Housing Officers and Senior Officers in various aspects of their work

You will be expected to carry out tasks required on a day to day basis. The work you will do will be designed to ensure you meet the evidence and standards required for your qualification.

Our apprentices are temporary staff, however there will be sufficient time to complete the agreed level of study.