

VACANCY – Full Time Apprentice (Business Administrator - Brough)

Yorkshire and Humber Drainage Boards is a consortium of eight public authorities who work together to provide services across parts of North, East and South Yorkshire. Our work reduces flood risk to thousands of residents, businesses, property, and infrastructure.

As a local public authority, we have a culture that supports the development of future technical and administrative skillsets working in our sector, so are offering an Apprenticeship in Business Administration.

The successful applicant will complete a Level 3 college course in Business Administration and will work amongst a small team of finance, rating, and secretarial staff. All reasonable travel expenses and resources needed for college, including a laptop, will be provided.

Duties will include receiving and logging customer enquiries, finance tasks such as recording receipts and banking, maintaining land rating records, assisting with meeting administration e.g. room bookings and minute taking, and a range of other general administrative duties.

Although this apprenticeship is focused on business administration, there will be opportunities to work with other service areas within the organisation, including operations, development control, and asset management.

The successful candidate will be enthusiastic and conscientious about learning and fulfilling business administrative functions that are needed in every organisation and be interested in the work of the drainage boards. A positive, customer-focused attitude, team-working ability and attention to detail are also important attributes.

The role comes with a remuneration in line with national minimum wage requirements for apprentices, generous annual leave, and automatic enrolment into the Local Government Pension scheme. The employer is Vale of Pickering Drainage Board, although the apprentice will be based at our headquarters in Newport, Brough, East Yorkshire.

Applications should be submitted as soon as possible, the latest date is 12th July 2024

For further information please contact:

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Newport
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Job Description – Apprentice (Business Administrator)

Responsible to: Director of Policy & Finance
Grade: Apprentice
Working hours: 37 hours per week (Monday to Friday)

Main purpose of the role:

- Combine work experience with practical training and study.
- Support day-to-day administrative duties on behalf of the Consortium of Drainage Boards.

Key Responsibilities:

- Receiving customer queries (via telephone, email, etc) and logging them on the customer database
- Maintaining and updating ratepayer records on the drainage rates database and updating mapping records using geographical information systems (GIS)
- Assist with accounts receivable and accounts payable tasks
- Assist with secretarial duties
- General administrative duties and any other duties relevant to the Apprenticeship.

Person Specification

	Essential	Desirable
Qualifications and Training	English and Maths GCSEs at Grade C/4 or above	
Experience and Knowledge	None required	
Skills and Abilities	Basic IT skills Interpersonal skills Attention to detail Ability to manage confidential data	



Application Form – Apprentice

Personal Details

Title	
Surname	
First Names	
House / Flat Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Landline Number	
Mobile Number	
Email Address	
If appointed, will you be able to produce a passport showing that you are a British Citizen or have a right of abode to stay/work in the UK, or an original document showing your National Insurance number or birth certificate?	
Do you hold a current driving licence?	
Do you have or have you been notified of an endorsement for an offence while driving? (Penalty Points)	
Do you have any unspent criminal convictions? **	

*As defined in the Rehabilitation of Offenders Act 1974

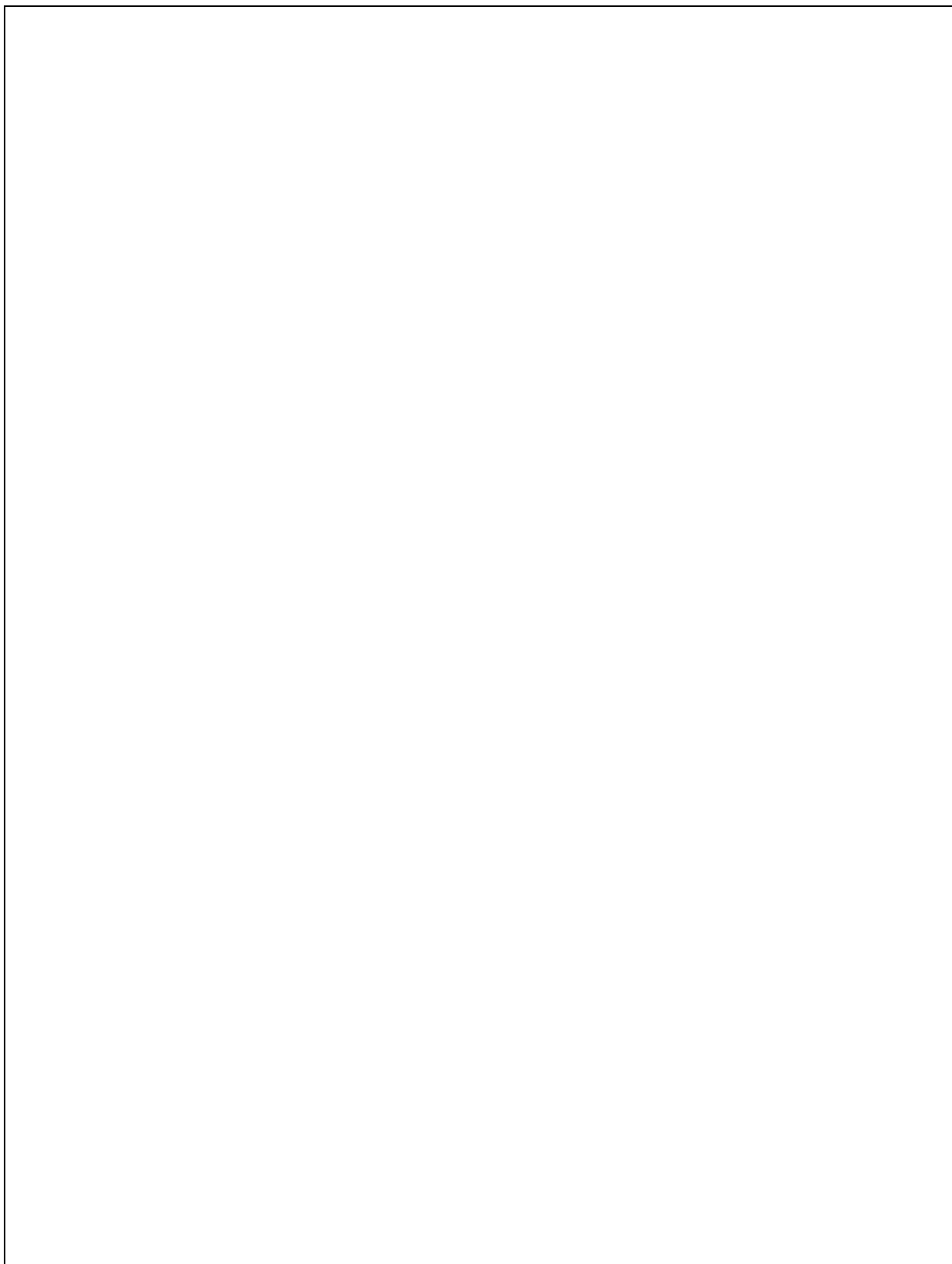
Employment History

Employer	Position and Summary of Role and Achievements	Year Start /Finish

Other

<p>Are there any adjustments required should you be invited for interview? If so, please state here:</p>	
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Please provide a personal statement explaining why you think you are suitable for this role. This should address the essential and desirable criteria set out in the job specification and any other information you consider relevant.

A large, empty rectangular box with a thin black border, intended for the applicant to write their personal statement. The box occupies most of the page's vertical space below the instructions.

References

Please provide two people who can provide references – one of whom should preferably be your present / most recent employer. We will not contact your referees prior to interview.

Referee 1

Name	
Position	
Organisation	
Building Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Contact Telephone Number	
Email address	

Referee 2

Name	
Position	
Organisation	
Building Number or Name	
Address Line 1	
Address Line 2	
Town	
County or Region	
Country	
Postcode	
Contact Telephone Number	
Email address	

Other Information

If there is insufficient room on this form to provide the information requested you may continue a blank sheet. Do not include a CV.

Data Protection Statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with us, the information will be used in the administration of your employment with us and to provide you with information about us or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

Declaration

By signing the application form you agree to the processing of sensitive personal data, (as described above), in accordance with our registration with the Data Protection Commissioner.

I understand that any false or misleading information given in this application may result in my dismissal if I am appointed. I declare that to the best of my knowledge all the foregoing information and that submitted in any accompanying document(s) is correct.

Applicant's Signature _____

Date _____

Please return this form via post or email marked confidential to:

Human Resources
PRIVATE & CONFIDENTIAL
Yorkshire & Humber Drainage Boards
24 Innovation Drive
Newport
East Yorkshire
HU15 2FW
Email: jobs@yorkshirehumberdrainage.gov.uk