

LONDON BOROUGH OF LEWISHAM APPRENTICESHIP SCHEME

Job Description

Directorate: Place

Section: Planning Service

Job Title: Business Administration Apprentice – Strategic Planning Team

Grade:

Contract Duration: 18 months

Main Purpose of the job:

To provide administrative and technical support to the Strategic Planning Team and the Business Support Team while gaining valuable experience in the fields of planning and developer contributions and gaining a qualification in Business Administration.

1. To assist with general office duties including electronic filing, scanning, collating, uploading, organizing and indexing documents; and creating readable documents.
2. Generate correspondence / print and email letters / use postal tracking and send out postal notifications including using an enveloping machine.
3. Entering data on to the Council's systems and providing receipts.
4. Use of excel spreadsheets including entering information and checking data.
5. To learn and use specialist technology including IT systems and document management systems
6. Assist Senior officers with reports or presentations by providing information from the Council's systems and assist with the preparation of reports/presentations/documents and provide support in meetings when necessary.
7. Respond to simple email requests and assist in organizing the team's files.
8. To provide excellent customer service when dealing with stakeholders including members of the public
9. Attendance at meetings within the Council as required
10. Organise meetings for Senior members of the team and add reminders for the team.
11. Complete internal GDPR and Data Protection training
12. To develop effective and positive relationships with team members and wider Planning Department