

## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **JOB DESCRIPTION**

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<b>DIRECTORATE</b>	<b>Law and People</b>
<b>POST</b>	<b>Modern Apprentice (Organisational Development)</b>
<b>GRADE</b>	<b>1</b>
<b>RESPONSIBLE TO</b>	<b>Human Resources Assistant</b>

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#### **JOB SUMMARY**

To support the delivery of an effective service through providing administrative and related support across all the work streams provided by the Organisational Development Service Unit.

#### **MAIN DUTIES AND RESPONSIBILITIES:**

To undertake vocational training and perform a range of administrative and related tasks across the following work streams provide by the Organisational Development Service Unit;

- HR administration
- Human Resources
- Training and Development
- Health and Safety
- Communications
- Equality, Diversity, and Inclusion

To adhere to and ensure the appropriate compliance with the Council's Health & Safety Policy.

To support, promote and comply with the Corporate Equality, Diversity and Inclusion Strategy when undertaking the duties of this post.

To respect the sensitivity and confidentiality of any information that they may have access to regarding clients/customers in adherence with the Data Protection policies of the Council.

Undertake such other duties commensurate with the experience of the postholder and the grading of the post as may be reasonably delegated from time to time.

#### **SPECIFIC ACCOUNTABILITIES**

To produce employment related correspondence and other information.

Update and maintain IT systems used by the Service.

Receive enquiries and redirect to other team members.

Attend meetings and other functions to support other team members through organising equipment, taking notes, dealing with enquiries and other similar duties.

Collate and maintain performance data.

Support the provision of communication campaigns through creating documents, distributing information and monitoring social and other media channels.

Undertake research and collate information in relation to work or projects being undertaken by the team.

Organise events, training and other activities.

Support the review of policies, procedures and working instructions used in the Service.

To undertake administrative work in relation to the recruitment and selection of employees.

Produce management information on any aspect of the Service including gathering comparable data from other sites.

**Date Issued: September 2025**

**Issued by: Principal Human Resources Officer**