



JOB DESCRIPTION

Role	HR Apprentice
Reports to	HR Business Partner
Directorates	Resources and Performance
Department	HR

Job Purpose

To assist the HR team by completing administrative tasks under the guidance of HR colleagues. You will be completing a Level 3 CIPD Qualification alongside receiving on-the-job training and feedback.

Key Responsibilities

You will be completing the following administrative tasks:

- Using the CPCA electronic filing system to create electronic personnel files and administering paperwork associated with new starters and contract variations i.e. contracts, letters and emails
- Maintaining and updating employee records on the HR/Payroll system
- Responding to general queries face to face, by telephone, by Microsoft Teams, and by email and passing on query to appropriate officer.
- Maintain central employee files both electronic and within the HR system in accordance with legislation and best practice
- Supporting HR team members with organisation of learning and development courses including booking rooms, delegates list, coordinating with providers, and arranging equipment for the session
- Supporting with the administration of eLearning activities, including assisting with access to courses, and maintaining records on the HR system
- Supporting recruitment activities
- Assist with financial processes including raising purchase orders and processing invoices
- Comply with customer service standards
- Liaise with other sections and external contractors/agencies.
- General office administration duties (filing, post, scanning etc)
- Any other Adhoc administration duties as required by the CPCA.

Person Specification

QUALIFICATIONS & KNOWLEDGE

Understanding of or willingness to learn about HR processes and procedures
Basic understanding of or willingness to learn about Data Protection regulations
Knowledge or ability to learn basic IT programmes (email/word)

EXPERIENCE

Experience or an understanding of working in an office environment would be beneficial although a willingness to learn and a positive attitude is more important

Behaviours

- Good communicator
- Positive approach to work
- Collaborative



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

- Motivated
- Good organisational skills