

**OFFICE OF THE POLICE AND CRIME COMMISSIONER
FOR HUMBERSIDE
DECISION RECORD**

Decision Record Number: **11/2021**

Title: **Apprentice – Assurance and Statutory Duties Team**

Executive Summary:

The OPCC has previously taken on apprentices. The most recent apprentice successfully completed their requirements and became a permanent full-time administration assistant within the Assurance and Statutory Duties Team.

The person is now moving across to work increasingly within a communications role.

This therefore opens an opportunity for an apprentice to join the OPCC, learn about what we do and help to provide effective support to our office. It will provide the right person with a 12-month Level 3 standard Business Administrator role through Chamber Training, as well as the opportunity for a sustainable role post training.

The OPCC will also be able to apply for a payment of £3,000 for any apprentice taken on as a new employee between 01/04/21 and 30/09/21, with an additional £1,000 for those aged 16-18 years. The salary would be £230 per week for 52 weeks, which is £11,960 per annum for a 12 month period.

Decision:

That the OPCC provide the opportunity for an apprentice via Chamber Training for a 12 month period, with the prospect for a sustainable role post training.

Background Report: Open/~~Close~~d (with FOI exemption(s) stated)

Police and Crime Commissioner for Humberside

I confirm I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with my code of conduct.

Any such interests are recorded below.

The above decision has my approval.

Signature

Date 01.07.2021



APPENDIX 1

Job Description

Company:	Office of the Police and Crime Commissioner for Humberside		
Address:	The Lawns, Harland Way, Cottingham		
	Postcode:	HU16 5SN	
Contact Name:	Paul Wainwright	Position:	Head of Assurance and Statutory Duties
Contact Number:	01482 220787	Email:	paul.wainwright@humberside.pnn.police.uk
Job Title:	Administration Assistant for the Office of the Police and Crime Commissioner, Humberside		
Department:	Assurance and Statutory Duties Team		
Hours:	Monday to Friday	37 hours per week	
Wage:	£ 230 per week	Other if relevant	
Possible Start Date:	September 2021		
Short Vacancy Description:	An exciting administration role has arisen based in the Assurance and Statutory Duties team that ensures effective support to the Office of the Police and Crime Commissioner (OPCC).		
Full Job Description:	<p>The OPCC has a strong focus on employing people that best fit with the ethos and culture of our team and are looking for someone that will embrace our values of Ambition, Brave, Connecting, Compassion and Trust. We are looking for someone with a 'can do' approach who is keen to learn and develop in their role. This will be a demanding job but your work will provide the opportunity for making a difference to the safety of our communities. You will also have the opportunity to join a great team with a wide range of benefits.</p> <p>Whilst it would be great to have someone that knows who we are, what we do, and who we work with, it isn't our greatest requirement. We want the right person. We can easily give you the context of our working environment. We need the right skillset and values. That is our priority.</p> <p>You need to be personable, enjoy working with others, able to communicate well verbally and in writing, have attention to detail, have a strong work ethic, be computer literate and have strong public service values.</p> <p>The role is based in the Assurance and Statutory Duties team that ensures effective support to the Office of the Police and Crime Commissioner (OPCC). The team makes sure the OPCC meets all relevant statutory obligations through managing a wide portfolio of work including:</p> <ul style="list-style-type: none"> • Ensuring effective triaging of correspondence in the office. 		

	<ul style="list-style-type: none"> • Ensuring accurate records on our Pentana system, including recording of service user contact details. • Maintaining oversight of the office telephone rota to ensure coverage at all times. • Providing secretariat support to the statutory function, including administration of the complaint review business area and related system updates. • Supporting the Senior Administration Support in a range of business areas including purchase orders and payments. • Dealing with records, volunteers and meetings for scrutiny volunteers. • Providing administrative support for schemes such as Independent Custody Visitors, Appropriate Adults and independent scrutiny panels. • Dealing with matters of a confidential nature. • Performing such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility. <p>A copy of the full job description including OPCC values will be provided at apprenticeship selection stage.</p>
Desired Skills Required:	<ul style="list-style-type: none"> • Experience of using computers to input and retrieve information. • Conversant with a range of Microsoft Office applications. • Good interpersonal skills. • Good telephone manner. • Keyboard skills. • Ability to collate information.
Desired Personal Qualities:	<ul style="list-style-type: none"> • Ability to prioritise and manage own workload. • Ability to use own initiative and apply common sense thinking. • Ability to complete tasks accurately within pre-determined time scales. • Flexibility to meet the demands of the post. • Willingness to learn and undertake a variety of tasks.
Desired Qualifications:	<ul style="list-style-type: none"> • Literacy and numeracy, educated to GCSE Grade C/4 standard or equivalent.
Future Prospects:	<p>This role will provide the right candidate an excellent opportunity to become part of a vibrant team dealing with meaningful and challenging work that can help make a difference to the people of Humberside. This role is offered as an apprenticeship which will last one year but with opportunity for a sustainable role post training.</p>