



HR Business Admin (Apprenticeship)

Job Title	Business Admin L3 Apprentice		
Salary	TBC		
Hours to be worked	37 hours per week (including 20% off the job training)		
Location	Cowley Marsh		
Service Area / Directorate	People and Corporate Services		
Line Manager			
Budget (£)	Code: QA82	Funding	
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Name of dedicated mentor	tbc		

This job is 'doing good' by

Oxford Direct Services delivers essential public and commercial services that make a real difference to communities. Our purpose is simple '*doing good business that's good for everyone*,' guided by our values of Commitment, Aspiration, Respect, Engagement, and Safety.

As an apprentice, you will be a valued part of the team from day one. You will gain hands-on experience across different areas, building your skills, confidence, and responsibility as you grow.

You will spend 20% of your time learning through a mix of college, online sessions, webinars, coaching, and shadowing, all designed to support your development. At the end of your apprenticeship, you will achieve a Level 3 qualification in Business Administration, giving you a strong foundation for your future career.

Responsibilities and main duties

Apprenticeship Responsibilities

- Take part fully in your apprenticeship programme and work towards completing it successfully
- Speak up early if you have any problems with your training
- Attend all training sessions, classes, and events
- Complete your assignments on time
- Meet regularly with your mentor and join apprentice group activities
- Spend at least 20% of your time learning new skills as part of the programme

- Keep a record of your learning
- Keep your manager updated on your progress
- Ask questions and be open to learning every day
- Learn from the people you work with
- Get involved in team tasks that help you build your skills and knowledge

Role – as your ability grows you will be involved in:

- Support the planning and delivery of learning and development initiatives
- Help create and update learning materials and keep records accurate and up to date
- Provide support to colleagues with questions about developmental opportunities
- Gather feedback to help improve learning and development activities
- Assist with coordinating work experience placements, including schedules and inductions
- Help ensure a positive and supportive experience for all delegates, acting as a friendly contact
- Support internal communications by preparing and sharing updates and key messages
- Help organise engagement activities, events, and campaigns
- Take notes in meetings and support follow-up actions
- Contribute ideas to improve communication, engagement, and overall workforce strategy

Behaviour and performance

- Represent ODS in a positive way by showing behaviours that are expected of employees
- Raise any problems or issues with your line manager
- Understand the business of ODS and its purpose in 'doing good' and the values of CARES

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for a person who has:

- GCSE Maths & English Level 2 (can be completed as part of the apprenticeship)
- The ability to be a team player and work to support colleagues
- Good interpersonal and communication skills
- Enthusiasm and a willingness to learn and develop their career

