

Job Description and Person Specification

Role: Workforce D&I Support Apprentice



Job Description

Job Title	Workforce D&I Support Apprentice
Grade	Apprentice
Service	People & Culture
Reports to	Workforce Diversity & Inclusion Lead
Location	One Friargate
Job Evaluation Code	N/A



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role

To assist the Workforce Diversity & Inclusion Lead and the wider People & Culture team. This is a unique role and will provide an opportunity to work on a wide variety of projects and activities relating to implementing the Council's Workforce Diversity & Inclusion strategy.

Main Duties & Key Accountabilities

As an apprentice you will receive training and support to undertake the following tasks:

- Support on developing and maintaining D&I project plans to ensure tasks are monitored and actioned.
- Undertake research and resource gathering on a wide range of topics to support the development of the online D&I resource library and internal D&I communications.
- Work with a range of stakeholders including Employee Networks to build and maintain effective working relationships, whilst promoting D&I projects.
- Support the development and maintenance of the online Workforce D&I webpages.
- To act as a point of contact for Workforce D&I queries, monitoring a dedicated inbox and responding to enquiries.
- Assist with coordinating and promoting D&I training and events throughout the year, including monitoring staff uptake and feedback.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External External partners like Employers Network for Equality & Inclusion	Internal Wider People & Culture colleagues Employee Networks Wider HR colleagues Other council services and colleagues
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: None
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Person specification

Job Evaluation Code	
Knowledge	
Knowledge of IT packages and systems: word processing, spreadsheet data entry, and record keeping	
Basic knowledge of equal opportunities in the workplace.	
Basic knowledge and interest in diversity, equity and inclusion	
Skills and Abilities	
Able to communicate effectively with customers, partners, and stakeholders, sharing information when required.	
Able to work accurately, pay attention to detail, and follow procedures.	
Digitally literate and able to use Word, SharePoint, Office 365, OneNote, Excel	
Able to work to deadlines.	
Ability to always maintain confidentiality.	
Able to demonstrate initiative in problem solving	
Experience	
None required	
Qualifications	
Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of the apprenticeship.	
Ability to complete Level 3 HR Support Apprenticeship Standard	

Special Requirements
Must not have already completed the Level 3 HR Support Apprenticeship Standard or be otherwise ineligible to undertake it

Date Created	October 2023	Date Reviewed	October 2023
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