



The Royal Borough of Windsor and Maidenhead

Associate Project Manager Apprentice
Transformation Team

WM0469-2105

April 2021

www.rbwm.gov.uk



Royal Borough
of Windsor &
Maidenhead

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Welcome to

The Royal Borough of Windsor And Maidenhead

The Royal Borough of Windsor and Maidenhead (RBWM) is an exciting and dynamic place to work, and this is a great time to be part of the Transformation Team.

The Transformation Team work across council functions to support the development and improvement of services for the benefit of their end customer. Whether this is supporting changes in ways of working, testing and deploying new technologies or facilitating a change in structure or process, the Transformation Team make it their goal to create the best services possible, whilst maximising value for taxpayer's money.

We are delighted that you are interested in the new opportunities with us and we hope that, having learned more about the role, you will decide to make an application.

You will find more information about the council and the varied and diverse area we serve on our website at www.rbwm.gov.uk.

We look forward to reading your application,

The Transformation Team

JOB ACCOUNTABILITIES

Job Title: Associate Project Manager Apprentice – Transformation	Job number: WM0469
Directorate: Adults, Health and Commissioning	Unit: Transformation

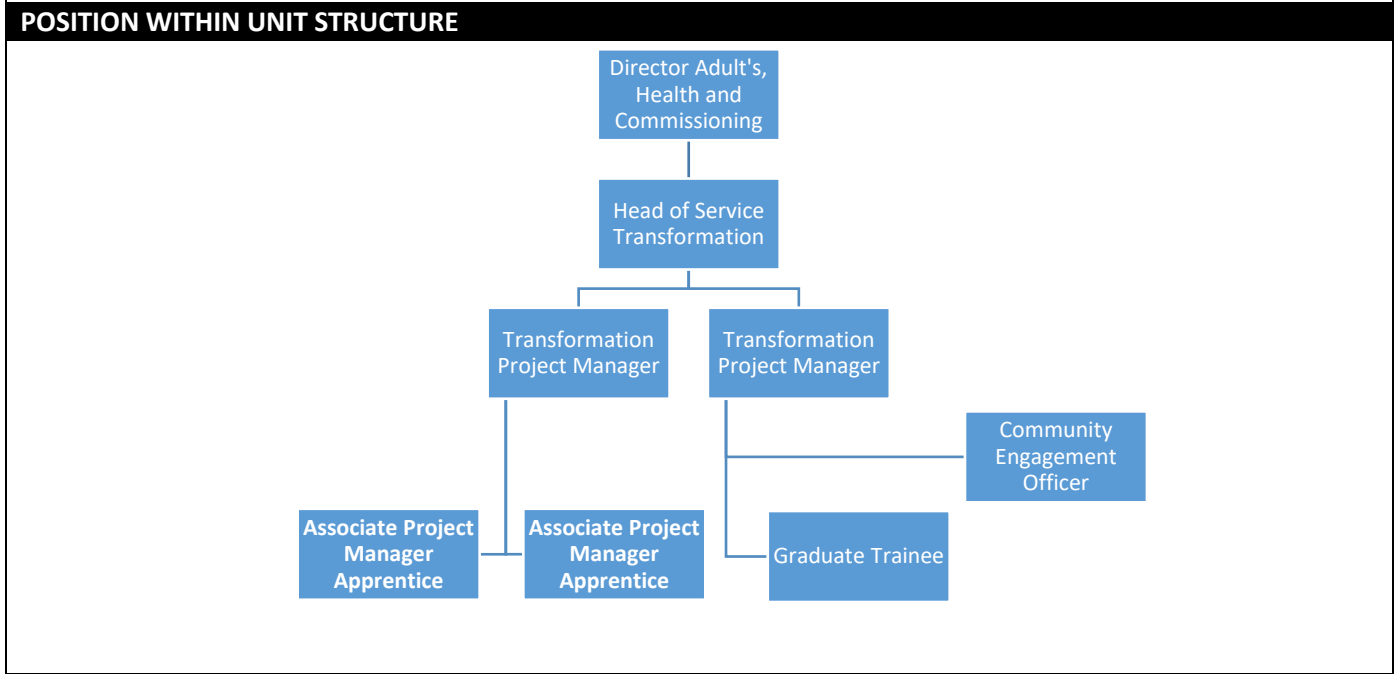
JOB PURPOSE

To support the project management of complex, multi-partner and stakeholder projects as set out in the corporate transformation programme and adult social care transformation programme, applying best practice in project management, and applying appropriate project management tools.

To support, as part of the delivery of projects, a range of activities such as workshop design and facilitation, audits and reviews, analysis of performance and impact data, report writing and presentations, and testing and deployment of new technologies.

- SCOPE OF JOB**
- 1. Contacts**
Staff across all council departments and provider organisations.

 - 2. Location**
Working from home and Windsor & Maidenhead.



JOB ACCOUNTABILITIES

Service delivery accountabilities

- Work collaboratively and flexibly across the council and key partners to design and undertake improvement projects, including reviews, audits and change projects, associated with the corporate transformation programme and adult social care transformation programme.
- To deliver complex projects to time, budget and quality through the development, communication and management of clear project plans, stakeholder liaison and risk management.
- Maximise the use of resources and budgets allocated to ensure value for money and timeliness of delivery.
- Work collaboratively across the council and with AfC and Optalis, as well as with other external stakeholders and suppliers, to contribute to the corporate transformation programme and adult social care transformation programme.
- Test and deliver digital solutions deployed in line with corporate and adult social care transformation objectives.
- Research and keep abreast of digital and other transformation solutions being implemented in other councils.

Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Business continuity
- Equality of Opportunity
- Corporate Values
- Budget management
- Specific responsibilities for managers.

Local operating procedures and specific activities/tasks will be supplied by the service.

TRAINING AND DEVELOPMENT: PROJECT MANAGEMENT QUALIFICATION – LEVEL 4

This role is being offered on a 24-month fixed term contract of employment. As part of the role, you will undertake formal studying to complete a Project Management qualification. The role is expected to provide the candidate with sufficient breadth and depth of relevant experience to undertake a Level 4 apprenticeship qualification in Project Management. The Royal Borough works with an educational provider who is currently offering a 24-month Associate Project Manager apprenticeship.

The expectation is that completion of the qualification would normally take 18-24 months from enrolment to be carried out during the 24-month fixed term period of employment.

In addition, a range of internal RBWM training courses will also be offered.

These job accountabilities set out the duties of the post at the time it was created. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

Key Criteria	Essential	Desirable	How measured
Qualifications and Training	<ul style="list-style-type: none"> • 5 GCSEs including English Language and Maths (or level 2 equivalent) at Grades C or above (or the new Grade 4 and above) • Level 3 Qualification(s) including at least one of the below: <ul style="list-style-type: none"> ○ 2 x A Levels at Grade D and above; or ○ BTEC Extended Diploma at Grade PPP and above; or ○ Level 3 apprenticeship; or ○ Equivalent level 3 qualifications of at least 48 UCAS points 	<ul style="list-style-type: none"> • Degree level qualification 	Application Form
Competence summary (knowledge, skills, abilities, experience)	<ul style="list-style-type: none"> • Ability to perform at a high standard with and without direct supervision • Ability to communicate effectively both in-writing and verbally to a variety of audiences • Ability to exercise discretion and respect confidentiality • Working knowledge of IT including Microsoft Office • Experience of working with digital and social media 	<ul style="list-style-type: none"> • Experience of volunteering or working in a customer-facing environment • Experience of website publishing and content management • Ability to work under pressure to meet deadlines • An understanding of local government 	Application Form / Interview / Assessment
Personal Attributes	<ul style="list-style-type: none"> • Contributes effectively to team effort • Develops productive relationships at work • Builds rapport quickly and easily • Self-aware and continually eager to learn new disciplines • Motivated to do what needs to be done • Approachable and confident manner 		Application Form / Interview

Key Criteria	Essential	Desirable	How measured
Other requirements	<ul style="list-style-type: none"> • Ability to work a 37-hour week • Ability to undertake formal qualifications • Ability to work from a variety of locations within RBWM 		Application Form / Interview

APPRENTICESHIPS AT RBWM

Who can apply?

Anyone living in England, over 16 can apply to be an apprentice if you are:

- 16 or over by the end of the summer holidays
- living in England
- not in full-time education

You must also meet the essential criteria as set out in the Job Accountabilities and Person Specification.

How long is an apprenticeship at RBWM?

To undertake the Level 4 Project Manager qualification, a 24-month period is normally required. We are offering a 24-month period of employment during which time you would be expected to complete the apprenticeship.

Support to progress into employment at RBWM

Apprenticeships combine practical training in a job with study and will give you the knowledge, skills and experience you need to apply for a job in the area in which you have been trained.

We will give you support to progress into employment, education, or further training towards the end of your apprenticeship. At the end of your contract, if you have performed well on your apprenticeship, you should be in a good position to apply for any related positions that are being advertised at RBWM.

What happens next?

If your application is successful you will be contacted and asked to attend an interview.

At the interview you will be asked a number of questions relating to the Job Accountabilities and Person Specification, and will be scored on how you meet these

Unsuccessful applications will be informed.

Appointment details

Prior to appointment we will need to receive two satisfactory references in addition to a health clearance before we can fully confirm your appointment.

This authority is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Under the Asylum and Immigration Act 1996, you will be required, if appointed, to provide evidence that you are legally entitled to work in this country. Official confirmation of your National Insurance number on a P45, P60, plastic NI number card, former payslip or a letter from HM Revenue & Customs or other Government department will suffice; alternatively, a list of acceptable documents is available on request.

TERMS AND CONDITIONS

A summary of the terms and conditions specific to apprenticeships are provided below:

Salary

This apprenticeship is being paid £23,514 per year.

Your salary will be paid to you monthly, on the 25th of each month.

Contract

The contract is for a fixed 24-month term in order to undertake and complete the 24-month Level 4 qualification in Associate Project Management.

Performance management

All employees within RBWM benefit from an annual appraisal process, which review the achievement of targets agreed between you and your manager at the beginning of the performance year. You will also receive regular 1-2-1 meetings with your manager to monitor your progress.

Annual leave entitlement

Your annual leave entitlement for this post is 28 days. In addition to this, you will receive eight public holidays which include Christmas, Easter and Bank Holidays.

As the apprenticeship training is an important element of the job, generally annual leave will only be approved by your line manager when you are not expected to attend training.

The annual leave year runs from your start date.

Working hours

This post is full time, working 37 hours per week. Your manager will discuss your working arrangements with you before you start employment.

The Working Time Regulations came into force on 1 October 1998. Whilst the normal working week will be variable and will comprise the necessary hours required to fulfil the obligations of the post, they should not exceed 48 hours per week averaged over a 17 week period or 40 hours per week if you are under 18 years old.

Lifestyle benefits

We have an employee benefits portal and offer discounts at local cafes, restaurants, shops and leisure facilities. The Borough Advantage Card, which is available to staff, provides numerous other local discounts and offers.

Everybody working in the public sector is welcome to join the Kaarp Voluntary Benefit website. In addition, as a public sector employee, you'll be able to take advantage of a wide variety of special offers that could save you money. There's something for everyone, whether it's shopping, entertainment, or days out, health clubs, holidays – even roadside assistance.

FURTHER INFORMATION

Further information about the interview arrangements will be sent to the short-listed candidates.

If you are selected for an interview, you will need bring evidence to your interview that shows your relevant prior qualifications.

If you have any queries about the apprenticeship scheme or would like to discuss any aspects of the roles in more detail, please contact Dave MacFarlane at david.macfarlane@rbwm.gov.uk