



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

| Post Details    |                                                     |
|-----------------|-----------------------------------------------------|
| Job Title       | S106 Skills and Employment Administrator Apprentice |
| Job Reference   | <Insert post number>                                |
| Service         | Place and Growth                                    |
| Team            | Economy and Culture                                 |
| Location        | Shute End (hybrid)                                  |
| Reports to      | Skills and Employment Service Manager               |
| Responsible for | N/A                                                 |
| Grade           | NL03 £24,796                                        |
| Contract Type   | 2 yrs fixed term                                    |
| Hours           | Full time                                           |

| Main Accountabilities |                                                                                                                                   |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| 1.                    | Advising potential applicants and planners on when an Employment and Skills Plan (ESP) is required and what the targets should be |
| 2.                    | Supporting developers in writing meaningful ESP's that meet the needs of our borough                                              |
| 3.                    | Facilitate links to our care leavers, NEET's and priority groups to ensure they are supported through ESP's                       |
| 4.                    | Undertake quarterly monitoring checks on all live developments ensuring they are working towards agreed targets                   |
| 5.                    | Track and address noncompliance, ensuring the Section 106 team are kept informed                                                  |
| 6.                    | Produce yearly outcome reports and sharing case studies and good new stories                                                      |
| 7.                    | Support planners with preparing for appeals and attending appeal hearings when necessary                                          |





|  |                                                                                                                                                                    |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Support the Skills and Employment Service Manager with delivery of activities in the borough that promote skills and employment opportunities as and when required |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Person Skills and Experiences

|                       |                                                                          |
|-----------------------|--------------------------------------------------------------------------|
| Experience            | Some project management/ administrative experience would be an advantage |
| Skills/Knowledge      | Good knowledge of Excel, Word and PowerPoint                             |
| Behaviours/Attributes | Ability to prioritise and multitask                                      |
|                       | Confident communicator                                                   |
|                       | Flexible positive approach                                               |

### Purpose Details

|              |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role Purpose | To support the work of the Employment and Skills Service Manager and take an active lead in S106 requirements, supporting developers to deliver meaningful outcomes for our residents. This post will be supported to undertake a project management apprenticeship enabling them to learn key skills in project and programme management to support them to track outcomes across a range of development projects. |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Supervision and Relationships

|                      |                                                                                                                                       |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervision Received | This post holder will be a key member of the Economy and Culture team. The below organisational chart details the new team structure. |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|





|                   |                                                                                                                                                                                                                                                                                                             |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <pre> graph TD     A[Head of Economy and Culture] --&gt; B[Connect to Work Programme Manager]     A --&gt; C[Employment and Skills Service Manager]     A --&gt; D[Economic Development Officer]     C --&gt; E[S106 Skills and Employment Apprentice]     C --&gt; F[Town Centre Officer]           </pre> |
| Supervision Given | No direct reports                                                                                                                                                                                                                                                                                           |
| Contacts          | Planning Officers, Education providers, Developers and community partners                                                                                                                                                                                                                                   |

### Special Requirements

From time to time the Skills and Employment Administrator Apprentice might be required to visit development sites around the borough in order to take photos and build case studies

| Occupational Health Risk Assessment   | Details   |
|---------------------------------------|-----------|
| Skin/Respiratory Sensitisers          | N         |
| Working at Height                     | N         |
| Exposure to Noise (>80-85dB)          | N         |
| Confined Spaces                       | N         |
| Frequent Display Screen Equipment Use | Y         |
| Driving for Work                      | Desirable |
| Hand Arm Vibration                    | N         |
| Lone Working                          | Y         |





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|                                         |   |
|-----------------------------------------|---|
| Healthcare/Social Contact with Patients | N |
| Blood Borne Viruses Exposure            | N |
| Food Handling                           | N |
| Working with Animals                    | N |
| Specialised Medical Screening           | N |
| Night Working                           | N |
| Safety Critical Work                    | N |

| Nature of the Role                     | Details                    |
|----------------------------------------|----------------------------|
| Healthcare or Hospital Work            | N                          |
| Working with Children (under 18)       | N                          |
| Working with Elderly/Vulnerable Adults | N                          |
| Work Environment Details               | Shute End (Hybrid working) |

| Role Involvement                                 | Details |
|--------------------------------------------------|---------|
| Working with Children                            | N       |
| Working with Vulnerable Adults                   | N       |
| Both of the Above                                | N       |
| Providing Care/Supervision for Children          | N       |
| Providing Care/Supervision for Vulnerable Adults | N       |
| Both of the Above                                | N       |
| None of the Above                                | N       |

