



Apprenticeship Opportunities 2019



Our Apprenticeship Opportunities

Stockton-on-Tees Borough Council delivers a wide range of important services to the people of the borough. You may be aware of many of our front line services such as Libraries, Waste and Recycling and Social Services but we also provide Catering and Events, Engineering and Building Services, Museums, Registration & Bereavement services, advice and support to schools and of course have many business support functions such as Finance, HR, Legal and ICT.

We currently have 3,000 employees delivering this important work and we're delighted to announce that we now have over 40 apprenticeship opportunities available across a range of services, so there are lots of opportunities available to come and join our team.


These opportunities have arisen because some of our existing staff are moving on and there are vacancies to fill. Others are succession planning opportunities so that new people can join us and be trained ready to take over as current employees leave over the next few years. You can read more about what's on offer in this booklet or you can find more information at www.stockton.gov.uk/apprenticeships where you can also register your interest to receive updates. Or better still we'd love to see you at one of our Apprenticeship Open Days where you can learn more about what the Council can offer and meet the people you could be working with. There will be people there to support and help you with the application process.

The Apprenticeship Open Days will take place in the former Topshop unit in Wellington Square, Stockton-on-Tees, opposite Debenhams on:

Wednesday 22nd May 2019, 10:30am – 6:30pm

Wednesday 29th May 2019, 10:30am – 6:30pm

There's no need to make an appointment just pop in at anytime. We look forward to meeting you.



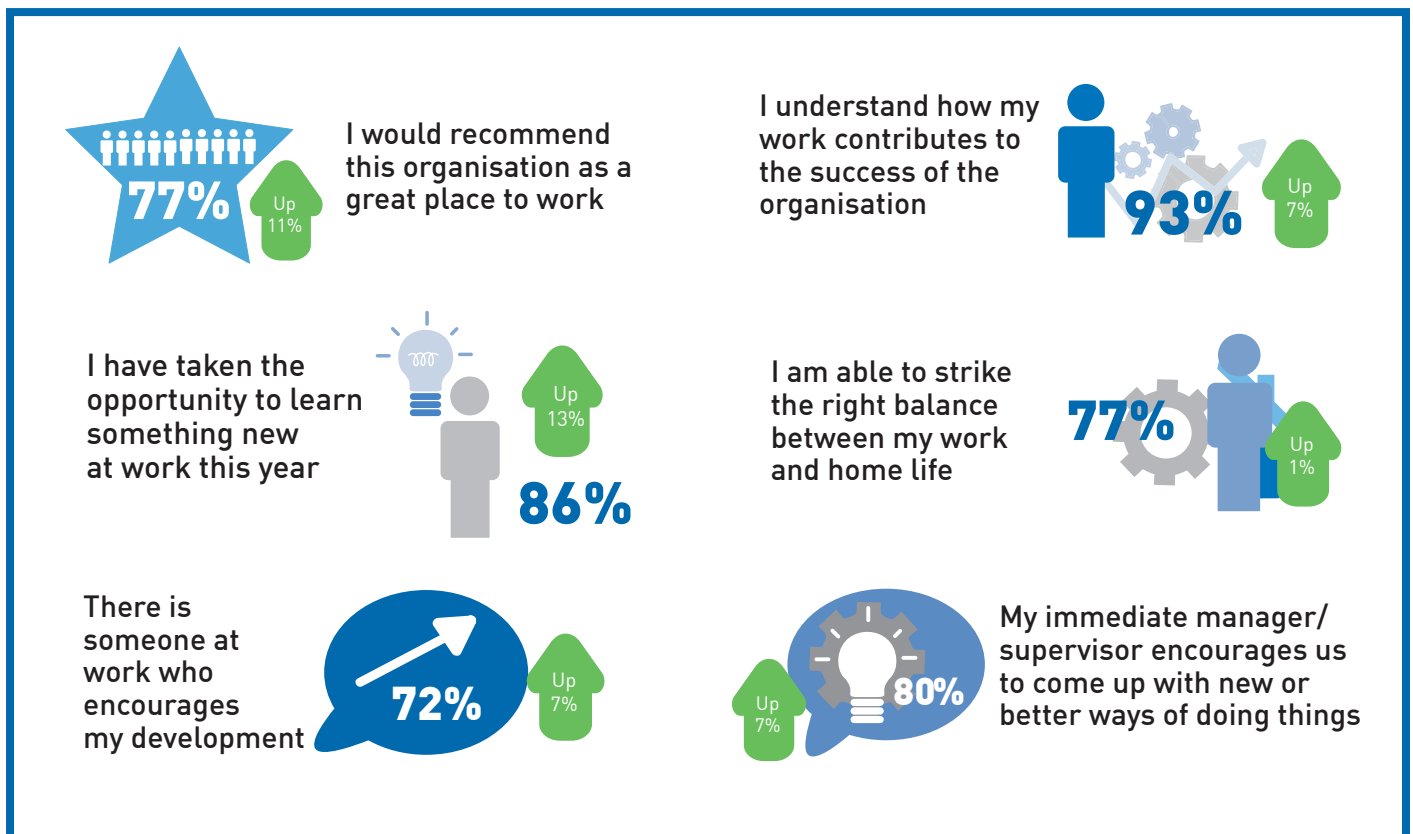
**Maddie Burn,
Registration Assistant
(and former apprentice)**

Stockton-on-Tees Borough Council is a great place to work...

We are a successful and award winning council. We are all proud to make a positive contribution at work for the whole Council and we never lose sight of the fact that we are here to serve the people of the borough. We have agreed that we want the Council to be a place where employees:

- We are valued, trusted and supported
- We are heard
- We take responsibility for our own development
- We work hard
- We are not afraid to try something new
- We belong

We think SBC is a great place to work. But don't just take our word for it. Here are some of the results from our latest Employee Survey (2018)



We are also committed to supporting our employees and are proud to make the following commitments:



North East
Better Health
at Work Award
Continuing Excellence



You can read more about our comprehensive package of benefits and see more about what it is like to work at the Council at www.stockton.gov.uk/jobs

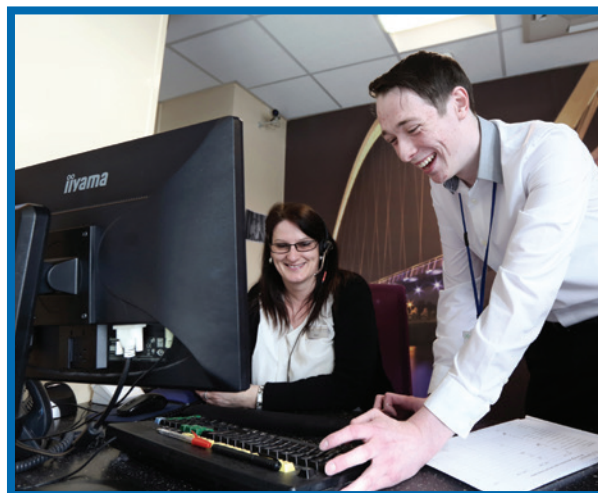
...and it's a great place to be an Apprentice

Over recent years we have offered apprenticeships in Business Administration, Health and Social Care, Children's Services, ICT, Digital Media, and Trade apprenticeships such as Electricians and HGV Technicians, and many more. Here are some examples of our apprentices who have been successful and gone on to permanent employment with us.

Louis Spencer ICT Second-line Technician

"My apprenticeship started with Stockton-on-Tees Borough Council in 2013. Within my time as an apprentice I helped with projects and gained experience in different teams. My experience within the council was very positive, I learnt a number of skills including customer service, technical skills and working within the workplace.

After my apprenticeship I was taken on with a permanent role and I am now currently working as an ICT Second-Line Technician and I'm enjoying my role."



Ellie Tallon Support Worker, Reablement Service

"After attending college and achieving my A-levels, I realised that university was not the route in which I wanted to further my education. Therefore I decided to apply for an apprenticeship with SBC and was excited when I was given an apprentice support worker post within the Reablement Service. Here, I studied towards level 2 Diploma in Social Care.

I was fortunate in that a permanent position for a Reablement Support Worker became available and with the support of my colleagues and management I secured the post. I enjoy the role and variation that it brings daily, and I get satisfaction in knowing I have helped people and made a difference to their lives.

Health and Social Care was a route I always wanted to pursue and since commencing my role with SBC I feel that I have found my dream job."

Ryan Oliphant **Digital Media Support Officer**

“I studied a Level 3 and Level 4 qualification in Digital Marketing over 3 years starting within Youth Direction then moving into the Communications Team. I really enjoyed doing an apprenticeship with SBC as they gave me a lot of freedom and put their trust in me to complete my college work in the workplace whilst carrying out my day-to-day duties.

They had everything ready for me that I needed to complete my coursework and if I was ever stuck, there was always someone around who I could ask for help. Upon starting my Level 4, I was allowed to go part time to achieve a better work/life balance so that I could focus on my music career as well as getting my qualification in marketing.

I have since been taken on as a Digital Media Support Officer to continue to work with the Communications Team.”



Jacob Cartwright **Electrician**

“I completed a Level 3 NVQ in Electro-technical Technology apprenticeship with the Council in 2018. I felt undertaking an apprenticeship with the local authority was a brilliant opportunity because everything would be taught correctly, and they wouldn't take any shortcuts.

The apprenticeship has allowed me to work in a range of areas in my trade giving me the knowledge I needed to complete all sections of the NVQ and the experience I have gain has helped me become a good electrician now that I am qualified.

Working for the local authority has also allowed me to meet a variety of different people and make lots of new friends along the way. I am now employed by Stockton-on-Tees Borough Council as an Electrician within Building Services.”

Roisin McKenzie **Lead Solicitor (Children's Social Care)**

“I joined the Council as a trainee Solicitor in 2003. I qualified in 2005 and since then I have provided legal support for teams such as Adult Services, Licensing and Housing before focusing on Children's Services. In April 2018 I became the Lead Solicitor for Children's Social Care, and I was supported with my development for my new management role by undertaking a Level 5 Operations Manager Apprenticeship qualification.

Not many people know there are legal jobs at the Council and you don't have to be a qualified lawyer to work as a support officer. I'd encourage anyone interested in working for the Council to apply and get to know what it's like to work for a local authority.”



So who are we looking for?

We are looking for motivated and enthusiastic individuals who want a rewarding career and a chance to support the people of our borough. If you're looking for an opportunity to make a real difference to people's lives and to follow a stimulating and rewarding career then an SBC apprenticeship could be just the thing for you.

We expect our apprentices to be committed towards their own learning and personal development and to be diligent with their training. It will be hard work but in return we offer a supportive environment where we encourage employees to reach their full potential.

What is an Apprenticeship?

An apprenticeship allows you to combine work and study by mixing on-the-job training with classroom learning. You'll be employed to do a real job, gaining great work experience and receiving on-the-job learning to help give you confidence in the world of work whilst earning a real wage and studying for a formal qualification.

What we offer

We have an excellent history of delivering successful apprenticeships and many of our apprentices have gone on to secure permanent roles within the Council. At SBC we offer you:

- A contract for the duration of the apprenticeship – a minimum of 12 months
- 26 days annual leave per year plus bank holidays
- A comprehensive wellbeing package including free access to physiotherapy and counselling services, discounted gym membership, a cycle to work scheme, and much more
- Continuous support from your manager and training provider
- An allocated mentor who will help you flourish in your chosen career
- We pay our Level 2 and level 3 apprentices National Minimum Wage dependant on your age. This is above the National Apprenticeship rate of pay.

Age	Hourly Rate	Full Time Annual Salary
Under 18	£4.35	£8,392
18-20	£6.15	£11,865
21-24	£7.70	£14,855
25 and over	£8.21	£15,839

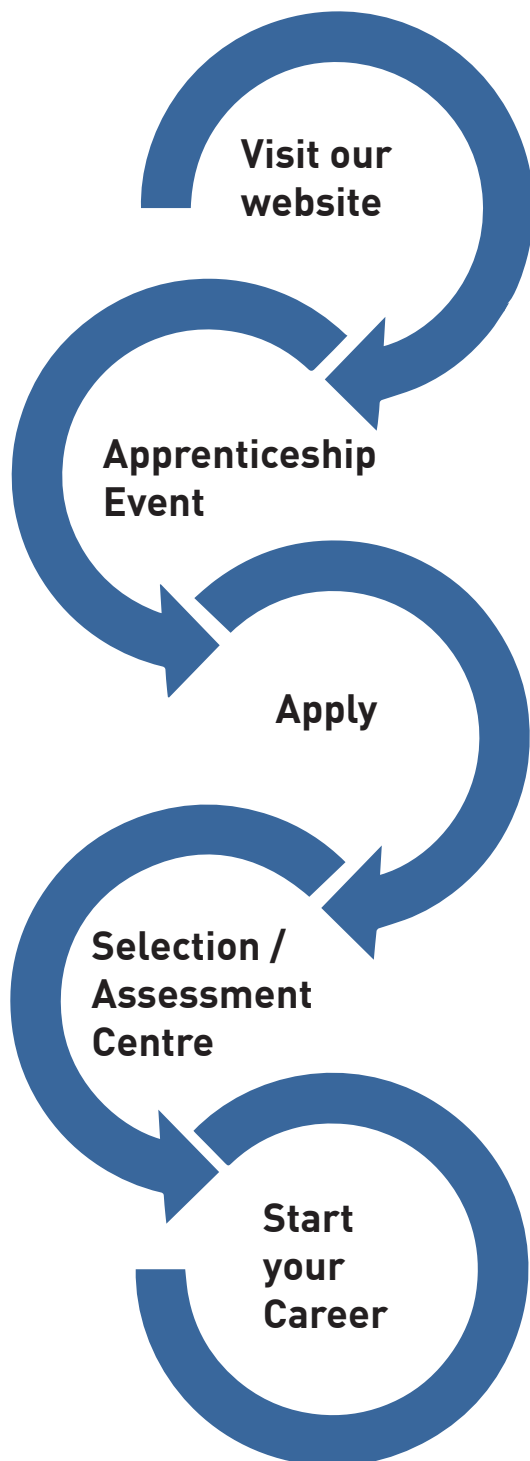
- If you are working towards a Level 4 apprenticeship qualification or above, you will be paid a higher rate of pay as outlined in the apprenticeship advert.

How to Apply

All of our apprenticeship opportunities will be available to apply for, from Wednesday 22nd May 2019. **The closing date for applications is Sunday 16th June 2019.**

Our apprenticeship opportunities are open to anyone aged 16 and above, and we welcome applicants from all backgrounds with all levels of experience who are looking to build a successful career with an award winning Council. Please do check each apprenticeship opportunity for any minimum essential requirements.

Our recruitment process is straight forward:



Visit our website

Visit www.stockton.gov.uk/apprenticeships to find out the latest information about our apprenticeship opportunities

Apprenticeship Event

Come along to find out more about the excellent apprenticeship opportunities available at one of our Apprenticeship Events:

Wednesday 22nd and 29th May 2019

Apply

Application forms are available from www.stockton.gov.uk/apprenticeships.

Our opportunities will be available to apply for from 22 May 2019 with a closing date of 16th June 2019.

Selection / Assessment Centre

If your application is shortlisted, you will be invited to take part in a selection process for the role.

Start your Career

Congratulations! If you are appointed, we will look forward to welcoming you to Stockton-on-Tees Borough Council in September 2019.

2019 Apprenticeship Opportunities

Business & Support

Business Administration – Level 2 / 3. A Business Administration apprenticeship will provide you with an ideal foundation for your career, enabling you to develop transferable skills and gain work experience in a variety of areas. We have a number of Business Administration apprenticeships available across the Council services offering a great insight into how the Council works and the administrative support required by a large and diverse organisation.

Duration: 12/18 months

Human Resources Support Assistant – Level 3. Human Resources provide support to our managers and employees, ensure our culture statement is brought to life through our policies and procedures, employee benefits and support, training and development opportunities and so much more. There will be opportunities to get involved in a number of projects such as the Annual Apprenticeship programme, Employee Benefits promotions, Investors in People awards as well as dealing with queries providing HR advice from induction through to retirement.

Duration: 18 months

Payroll Administrator – Level 3. An important part of any employee benefits package is ensuring our hard working employees are paid correctly and on time! Working in Xentrall Shared Services as part of a busy team, you will learn about the payroll process from start to finish.

Duration: 18 months

Recruitment Assistant – Level 3. We are seeking a proactive individual to join our busy recruitment team within Xentrall Shared Services. You will be allocated vacancies and be required to support, administer and deliver an effective and efficient end to end recruitment service for our managers in both Stockton and Darlington Borough Council from the initial posting of vacancies through to appointment.

Duration: 18 months

Legal Support Assistant – Level 3. Launch your legal career with this apprenticeship in our Legal Services team providing advice across a range of disciplines such as child protection, conveyancing, licensing, litigation, procurement and adult social care. We will provide you with the opportunity to gain experience in a range of legal skills and develop your legal knowledge.

Duration: 24 months

ICT Service Technician – Level 3. Technology is at the centre of everything we now do and as an ICT Service Technician apprentice you will provide support to employees in both Stockton and Darlington Borough Council, helping them to use technology effectively and provide support when issues arise. The ICT team are based in Darlington Town Hall but regularly visit office bases across the two boroughs.

Duration: 15 months

Digital Printer (Pre-press & Artwork) – Level 2 . If you want to be part of a busy print production unit working within a challenging, fast-paced environment then this could be the opportunity for you. Based at our Xentrall Design & Print Production Hub in Stockton, Municipal Buildings you will support both Stockton-on-Tees and Darlington Borough Council with their varied Design & Print requirements. Working with both PC and Apple Mac, variable data software and a variety of print and finishing production machinery, this post will provide you with a great foundation for an exciting career within the Design & Print industry.

Duration: 18/24 months

Health & Social Care

Adult Care Worker – Level 2. As an Adult Care Worker you can help to ensure our residents receive the right level and type of support at the right time, ensure they are treated with dignity and respect, and supported to live as safely as possible whilst maximising their independence. We have a number of opportunities within Adult Services working across day care settings, residential care and rehabilitation services. If you have a caring nature, and like to help others, this role will offer you the opportunity to add real value to people's lives.

Duration: 12 months

OneCall Assistant – (Adult Care Worker) Level 2. OneCall are looking for someone with the potential to make a difference to the lives of our clients, helping them maintain independent living within their own homes. You will assist in the delivery of the 24 hour calls handling, response and personal care services offered to our clients connected to OneCall. We are looking for someone who can be compassionate, supportive and have the drive and determination to do the very best for OneCall's clients. If you are looking for a rewarding career in care, with a challenging difference, this is the perfect opportunity for you.

Duration: 12 months

Children & Young People's Practitioner (Get Connected) – Level 4. This is a great opportunity to make a positive difference in children's and families' lives. You will assist by offering a little bit of extra support or advice and guidance to deliver and promote early help, to get a child or young person back on track by delivering preventative services. You will gain the knowledge and skills to make a real difference to children and young people in the borough for the better.

Duration: 24 months

Information Advice and Support Worker (SEND) – Level 4. Our vision for children with special educational needs and disabilities (SEND) is to ensure that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life. If your core values are the same, you would like to make a real difference, ensuring diversity is valued and not excluded and want to be part of our corporate parenting family, we want to hear from you! Working with children and families you will provide impartial information, advice and support to promote positive outcomes for children and young people with SEND.

Duration: 24 months

SEN Officer – Level 4. The SEN and Engagement Service is responsible for the statutory (legal) processes for children and young people with special educational needs and disabilities including the Education Health and Care (EHC) assessments, plans and reviews. You will help support the EHC assessment processes and work with the children and families to ensure their voices are heard, to help us provide the most appropriate services.

Duration: 24 months

Catering & Events

Cafe Assistant – Level 2. Can you offer excellent customer service in one of our café's to ensure our customers feel valued and have a great customer experience? Working across various sites in the borough this apprenticeship will provide you with an opportunity to start a career in catering and hospitality and develop your customer service skills.

Duration: 12 months

Catering Supervisor - Level 2. You will gain experience working in a professional kitchen preparing nutritional meals in a School or supporting corporate functions and events. You will undertake general catering duties, working within a team to ensure that standards are met and excellent customer service levels maintained, whilst training to be a Catering Supervisor with opportunities upon completion of your qualification.

Duration: 12 months

Business Support Assistant (Events) – Level 3. At Stockton-on-Tees Borough Council we pride ourselves on our calendar of events and as an Apprentice Event Support Assistant you will have the opportunity to work behind the scenes providing great experiences for the people of the borough. Our annual events programme grows each year and we need someone with the drive and skills to provide a wide range of business support functions to help with the delivery of events such Stockton Sparkles, Stockton International Riverside Festival (SIRF), Stockton Stages and many more, including community led events.

Duration: 18 months



**Eloise Fisher,
Events Bookings Coordinator**

Technical & Trade

Arborist – Level 2. Working within our parks and gardens across the borough, you will work as part of a team maintaining and developing our green spaces in particular planting, felling and maintaining trees to ensure our borough remains a great place to live.

Duration: 24 months

Multi-Skills Tradesperson – Level 2. This apprenticeship will provide you with the opportunity to develop your skills in a number of areas from plastering to tiling, joinery to painting working within the Construction & Facility Services Department of the Council, getting involved with the planned, reactive and cyclical projects across the authority in both domestic and commercial environments. This opportunity will give you a good understanding of a range of diverse skills.

Duration: 24 months

Highways Maintenance Operative – Level 2. We all use our roads and footpaths to get from one place to the next, either by foot, cycle, public transport or car. Maintaining our highways is an ongoing job due to wear and tear and the impact extreme weather conditions have. As part of a crew, you will work on the roads and pavements across the borough to repair damaged surfaces, lay concrete and kerbs and lay drainage, ensuring our residents can continue on their journey safely.

Duration: 18 months

Highways Electrician (Street Lighting) – Level 3.

The Council has invested around £14 million on new street lighting and almost 28,000 lanterns were replaced with modern LED lighting units across the borough on our roads and in residential areas, reducing energy costs and light pollution. Work is now required to continue to maintain our highways street lighting programme and continue to make developments and improvements across the borough. You will certainly need a head for heights as you will support work across the borough installing and servicing street-lighting and other electrical equipment.

Duration: 24 months

Electrician – Level 3. Our Electricians are responsible for the installation, maintenance and repair of electrical services (e.g. lighting, sockets, and heating controls), both inside and outside buildings and structures. We will help you learn to install, maintain and repair electrical systems in both commercial and domestic environments giving you on the job training and work experience to become a qualified Electrician.

Duration: 48 months



**Paul Wells,
Street Cleansing Operative**

Engineering and Building

Building Services Technician – Level 3. As a Building Services Design Technician apprentice you will provide assistance to engineers and other construction professionals in the development of cost effective technical and sustainable design solutions involving the production of three dimensional models, calculations, specifications, reports and drawings taking into account, where appropriate, pre-fabrication techniques.

Duration: 36 months

Civil Engineering Technician – Level 3. As a Civil Engineering Technician you will provide technical support to engineers and other construction professionals in the design, development, construction, commissioning, decommissioning, operation or maintenance of the built environment and infrastructure. This will give you the opportunity to gain and develop skills and knowledge in civil engineering.

Duration: 36 months

Civil Engineer – Level 6. Civil Engineers provide technical and management input to develop design solutions for complex civil engineering problems. You will work as part of a team of engineers and other construction professionals through all lifecycle stages of development, design, construction, commissioning, operation, maintenance, and decommissioning of civil engineering infrastructure. Whilst working towards a Civil Engineering BEng (Hons) Degree Apprenticeship at Teesside University you will gain valuable work experience knowledge and skills to help set you onto the right path for a career in Engineering.

Duration: 66 months

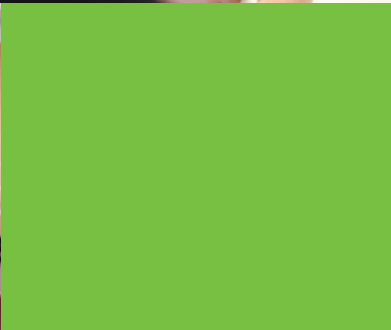
Building Surveyor – Level 6. You will work within our Construction Facility Service carrying out surveys and prepare reports on the condition of buildings and services in existing properties and assist in developing the design and specifications for projects including disabled adaptations, private and commercial extensions, office planning, building surveying and planned maintenance programs. You will gain on the job experience whilst working towards a Building Surveyor BSc (Hons) Chartered Surveyor Degree Apprenticeship at Northumbria University and ultimately gaining full Chartered Membership of the Royal Institute of Chartered Surveyors (RICS) upon completion.

Duration: 60 months

Architect – Level 7. As an Architect you will lead on the processes of planning, designing and reviewing the construction of buildings; and will be the first point of contact on a design team, working with the client and contractor to make final decisions during the design and construction process. You will use your skills and knowledge to offer creative problem solving and strategic advice related to various types of building, arts and construction projects. This includes developing building designs taking into account multiple constraints, such as structural integrity, the character and location of a site, methods of construction, value for money, design quality and impact on the environment, as well as legal responsibilities. You will work towards an Architect Degree Apprenticeship MArch with Northumbria University whilst gaining value on the job experience working on large scale projects.

Duration: 48 months





Stockton-on-Tees
BOROUGH COUNCIL