

APPRENTICESHIP ROLE PROFILE

BUSINESS SUPPORT NEIGHBOURHOOD SERVICES

Vacancy / Apprenticeship Details	
Job Title:	Data Capture Apprentice
Level of Apprenticeship:	Level 3 Business Administration
Description of role / Opportunity / Purpose of role:	<p>Neighbourhood Services has recently procured an up to date collection exercise which has digitised the data relating to its responsibility for the management of the Council's parks and open spaces, trees, car parks etc. This has allowed an accurate understanding of the assets owned by the Council with the potential that this information can be made available to the public to facilitate self-service. To maintain the accuracy of this data information needs to be routinely added and removed and this work forms the basis of this role.</p> <p>Specifically, this role is to support the Systems Development Officer in the delivery and maintenance of the Neighbourhood Services Open Space Survey Data.</p> <ul style="list-style-type: none"> • Validate the accuracy of the data supplied • Enable the supplied data is kept up to date • Check land ownership data. • Edit, removal and adding of assets
Essential Skills	<ul style="list-style-type: none"> • At least 1 years' experience of using a GIS mapping system • Ability to add, delete and edit polygon and point data on a mapping system • Ability to use GIS mapping system gazetteer and database search to identify and select correct geographical location • Ability to understand coding system to correctly identify and label individual types of maintenance • Willingness to learn • Commitment to customer care • Some previous experience of being part of a team, through sport, social activities or other interests • Adaptability
Desirable Skills	<ul style="list-style-type: none"> • Ability to communicate clearly both verbally and in writing

	<ul style="list-style-type: none"> • To contribute to team working • Ability to work with people of all backgrounds • Ability to learn and develop within the workplace • Good knowledge of Warwick District Area • Understanding of different types of Grounds Maintenance
Qualifications required	<p>Desired qualifications</p> <ul style="list-style-type: none"> • 3 'A' Levels or further education equivalent • University Degree • A minimum of 5 GCSE's grade C and above, including Maths and English, or equivalent qualifications or experience • Knowledge of Microsoft packages including Excel and Word

Employer Details	
Employers name	Warwick District Council
Employer Description	<p>Based in Royal Leamington Spa, Warwick District Council employs more than 450 people in its head office located near to the River Leam.</p> <p>The district council was created on 1 April 1974, by a merger of the former Leamington Spa and Warwick Municipal Boroughs, the Kenilworth Urban District and the Warwick Rural District.</p> <p>Our small and dedicated teams focus on delivering good value services to the residents of Warwick District and these include; waste management, the collection of council tax, planning/building regulations, council housing and council house repairs.</p> <p>The District Council supports the district's rich cultural heritage; Its Art Gallery & Museum inside the Royal Pump Rooms is a cultural and tourist attraction. In addition the District Council operates The Royal Spa Centre and its packed programme of theatre, drama, comedy, film and community events.</p>
Employer website and	

logo.



<http://www.warwickdc.gov.uk>