

**Vacancy information**

<b>Role:</b>	Business Administration Apprentice
<b>Number of vacancies:</b>	1
<b>Full Employer / Company Name:</b>	Nuclear Waste Services
<b>Email Address:</b>	LLWR.TrainingDepartment@llwrsite.com
<b>Employer Address:</b>	Pelham House Pelham Drive Calder Bridge Cumbria
	<b>Post code:</b> CA20 1DB
<b>Employer website:</b>	<a href="https://www.gov.uk/about-us-nuclear-waste-services">About us - Nuclear Waste Services - GOV.UK (www.gov.uk)</a>
<b>Number of employees:</b>	900
<b>About the employer:</b>	As of the 31 January 2022, Nuclear Waste Services has been set up to combine all of the NDA Waste activities, giving greater flexibility and driving improvements and synergies across the NDA Group. This brings together LLW Repository Limited, Radioactive Waste Management Limited and the NDA Integrated Waste Management Programme (each with their own IT teams, infrastructure, and systems).
<b>Apprenticeship/ Qualification title:</b>	Level 3 in Business Administration
<b>Standard or Framework:</b>	ST0070
<b>Apprenticeship Level:</b>	3
<b>Location of the vacancy:</b> <i>(Please state if the vacancy is at the main employer address or at a different location)</i>	LLW Site, Drigg – Occasional Remote Working
<b>Please confirm – that 50% of the learners work time will be in England</b>	Yes
<b>Brief overview of the apprenticeship vacancy:</b>	The Business Administration apprentice will be based within the Contractor and Assurance team, working alongside Superintending Offices and the Contractor Validation and Assurance

	<p>Manager as part of the wider Site and Operations department.</p> <p>The vacancy will business administration focused, primarily dealing with information, data and processes related to NWS's contractor community.</p> <p>Typical tasks and activities the apprenticeship may be involved with but not limited too; Creating and Maintaining Contractor's Folders to a Standard Format;</p> <ul style="list-style-type: none"> <li>• Allocating and obtaining from Document Control unique numbers to key management of contractor's documents (16 off) to enable work to proceed;</li> <li>• Enhancing the management of contractors shared drive.</li> <li>• Take minutes from contractor meetings</li> <li>• Perform the check and marking and onward progression of the induction</li> <li>• Liaise with training to follow and identify contractor training on Business World</li> <li>• Obtain admin rights for DocuSign and send out all documents from this system for signature.</li> <li>• Collate, chase up and update the LLWR master spreadsheet for contractor hours and employees on a period end basis.</li> <li>• Run Business world reports for out-of-date refresher training and upcoming training for contractors.</li> <li>• Assist in the undertaking and writing up of Audits and inspections.</li> </ul> <p>There is also potential for the candidate to work and be involved with other projects and activities that the Superintending Officers would be responsible for which may entail more health and safety aspects of construction training and knowledge.</p>
<p><b>Skills &amp; Personal Qualities required:</b></p>	<p>A successful candidate would be able to demonstrate the following;</p> <ul style="list-style-type: none"> <li>• Organisation</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience with digital skills and IT software (Word, Excel etc)</li> <li>• Confident to challenge and ask questions</li> <li>• Observant</li> <li>• Interest in health and safety would support the individual in their role</li> <li>• Punctual</li> <li>• Good Communication</li> </ul>
<b>Minimum criteria (e.g. GCSE grades):</b>	Typically, candidates will have achieved grade C or above in at least five GCSE's including English, Maths and a Science subject.
<b>Future prospects:</b> <i>(Please provide any details of future prospects such as progression onto further qualifications or promotion within work)</i>	<p>On successful completion of the apprenticeship, it could lead to potential job opportunities within NWS.</p> <p>There could also be further opportunity for additional training.</p>
<b>Working Week:</b> <i>(For example; Monday – Friday, 9am – 5pm)</i>	Monday – Friday 08.10 – 16.20
<b>Paid hours per week:</b> <i>(For example; 37.5 hours per week)</i>	37hrs
<b>Interview date(s):</b>	February/March 2024
<b>Proposed Start Date:</b>	September 2024