Vacancy information

Role:	Security Assistant Apprentice
Number of vacancies:	1
Full Employer / Company Name:	Nuclear Waste Services
Email Address:	LLWR.TrainingDepartment@llwrsite.com
Employer Address:	Pelham House Pelham Drive Calder Bridge Cumbria
	Post code: CA20 1DB
Employer website:	About us - Nuclear Waste Services - GOV.UK (www.gov.uk)
Number of employees:	900
About the employer:	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).
Apprenticeship/ Qualification title:	Level 3 in Business Administration
Standard or Framework:	ST0070
Apprenticeship Level:	3
Location of the vacancy: *(Please state if the vacancy is at the main employer address or at a different location)*	Pelham House, Calderbridge, Cumbria (with some remote working)
Please confirm – that 50% of the learners work time will be in England	Yes
Brief overview of the apprenticeship vacancy:	The role involves supporting the operations of the security and resilience team, collaborating / engaging with stakeholders from different functional areas within the organisation and

	those that are external to NWS; in support of safe and secure operations. The role will be based in the security & safeguards development area, which covers the following topics; - Security education and awareness, security capability development , security and safeguards project support and security & resilience culture, these topics span all functions in the security & resilience team and wider across the organisation. - Providing support for security management process and team system administration. - Coordination of events and activities across all NWS security and resilience functions. - Maintaining/improving team SharePoint and Microsoft Teams site, files and records. - Reviewing draft documentation in support of process improvement. - Drafting reports and management arrangements. - Identification of efficiencies to process or systems. - Developing documentation such as briefings and presentations for awareness raising/education. The role will require the individual to undertake specific training related to security, within the UK's critical national infrastructure and also that which is specific to the nuclear sector.
Skills & Personal Qualities required:	Its important candidate has familiarity with the use of Microsoft packages and systems. - Good interpersonal skills, ability to build and maintain positive stakeholder relationships. - Good communication skills via multiple platforms, i.e. face to face, telephone, digitally etc. - Good time management, able to prioritise in order to successfully meet deadlines.

	• Behaves in a professional way, including; respecting and encouraging diversity, punctuality and attitude to colleagues, and key stakeholders. • Integrity, reliability, self-motivation, being pro-active and having a positive attitude. • Adaptability, able to deal effectively with changing priorities. • Demonstrates taking responsibility for performance and quality of tasks delivered. Takes a clear interest in seeing that tasks are successfully completed.
Minimum criteria (e.g., GCSE grades):	Typically, candidates will have achieved grade C or above in at least five GCSE's including English, Maths and a Science subject as a minimum.
Future prospects: *(Please provide any details of future prospects such as progression onto further qualifications or promotion within work)*	Successful completion of the apprenticeship could lead to potential job opportunities across a number of disciplines, such as senior support or supervisory roles in business administration or coordination, protect management or security education and awareness roles in the wider security field. There could also be the potential for further qualifications, such as security management, project management, or business administration qualifications.
Working Week: *(For example; Monday – Friday, 9am – 5pm)*	Monday – Friday 08.10 – 16.20
Paid hours per week: *(For example; 37.5 hours per week)*	37 hours
Interview date(s):	February/March 2024
Proposed Start Date:	September 2024