

Role Title: Organisational Development Apprentice

Salary: Band 5 £24,404

Location: Sir Henry Mitchell House, Bradford (Hybrid working arrangements available)

Report to: Workforce Planning & Analytics Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

We are seeking a motivated and detail-oriented apprentice to join our Organisational Development team who has a keen interest in data analysis and organisational improvement. As an OD apprentice, you will undertake a Level 3 Data Analyst qualification while gaining experience supporting our data processes and establishment management activities.

Working alongside experienced professionals, you will play a key role in responding to routine data requests, supporting the collection and analysis of organisational data and helping manage and maintain our establishment. There will also be opportunities to work alongside different People and Talent teams on varying projects.

Main Duties and Responsibilities

Data Support:

- Assist in gathering, cleaning and preparing workforce and organisational data for reporting and analysis.
- Support the team with regular and ad hoc data requests, which can include workforce data, turnover analysis and diversity statistics.
- Work alongside the HR Data Analyst to maintain the workforce databases to ensure data accuracy and consistency.
- Support the production of dashboards and visuals to help inform decision-making.

Establishment Management:

- Assist in managing the organisations establishment, including maintaining accurate records of approved posts.
- Support the process of tracking vacancies, position changes and establishment updates in line with organisational policies.
- Collaborate with HR colleagues to ensure data consistency across systems, which includes our Application Tracking System and Learning Management System.
- Engage with service users to understand their establishment and ensuring that this is accurate on our HR Information System.

Learning & Development:

- Actively engage in apprenticeship training, coursework and learning activities as part of the Level 3 Data Analyst qualification.
- Apply learning to real-world tasks by contributing to projects and helping improve initiatives within the Organisational Development team.
- Be willing to work across the People and Talent teams with experiences professionals, to work alongside different projects.

About You

We are looking for applicants who can demonstrate that they meet the following requirements:

- A genuine interest in data analysis and organisational development.
- Good numeracy and analytical skills, with attention to detail.
- Strong IT skills, particularly in Excel and willingness to learn data tools (e.g. PowerBi)
- Excellent communication and interpersonal skills.
- Ability to manage time effectively and work to deadlines.
- Self-motivated, eager to learn, and able to work well both independently and as part of a team.

Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks, which can include a DBS check.

We are an equal opportunities employer.