JOB DESCRIPTION

BBC

Job title	Hub Apprentice		
Job family	Training, Trainees and Apprentices	Band	TRN

Job purpose

To acquire job-ready skills and experience in areas which are important to the creative industries workforce, preparing the participating apprentices to compete for future roles in the wider creative and digital sectors.

Skills acquired will cover but are not limited to positions across production, editorial, digital technologies, data and software development.

Key responsibilities and accountabilities

BBC Hub Apprentices undertake a blended work-based apprenticeship, made up of placements and off the job training on formally recognized apprenticeship standards. Placements will be in with employers in the creative and digital sector.

An apprenticeship requires full commitment and discipline from the learner as alongside experiences and training, there is an expectation of wider self-learning and the requirement to meet learning objectives and deadlines as outlined by the apprentice standards. Apprentices must show their host employer that they are dedicated to accomplishing the knowledge, skills and behavior requirements outlined in their apprenticeship learning plan.

Hub apprentices responsibilities and accountabilities:

- To meet the learning objectives of the apprenticeship/training programme in a timely manner.
- To complete specific work-based projects and actions which support learning objectives.
- To complete any formal external qualifications, where relevant.
- To undertake wider self-learning which supports the overall goals of the apprenticeship or training programme, seeking out and taking opportunities.
- At all times, to adhere to the high standards expected by the host placement employer and the BBC when undertaking work-based projects, or any placements with host employers and throughout your classroom and virtual based learning.

Knowledge, skills, training and experience

Hub Apprentices can come from any background, from school leavers to graduates, career changers to returning parents or someone just looking to start something completely new. What they usually all have in common is little experience in their new skill but a big passion to learn. We're therefore looking for potential and great attitude rather than past experience.

The apprenticeship schemes, start at Level 3 & Level 4. A variety of apprenticeships are on offer including production, editorial, digital technologies, data and software development.

What we are looking out for :

- A strong desire to learn and push beyond individual comfort zones
- Open-minded to new ideas and trying new things
- Strong curiosity
- Able to learn from mistakes and demonstrate resilience
- Excellent team player and happy to work on own initiative using tenacity and drive

- A demonstrable passion for the area covered by their apprenticeship or training programme
- Passionate about self-development and achievement showing the discipline and commitment required to complete an apprenticeship.

Job impact

*Decision making***:**
- Apprentices take responsibility for their own work activity and learning within each placement under the guidance and supervision of line managers and trainers, with support from the BBC's Early Careers team.

Scope:
- After induction and basic training, apprentices should be well placed to know when to deal with routine problems and when/how to refer up.
- The expectation is that close guidance will be needed in the early stages of a new placement but this should become less as apprentices gain more experience and undergo further training.

Other information

For Reward team use only

Job Code	
Definition:	Content Support

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.

JOB DESCRIPTION

Appendix – Data Driven Professional Apprenticeship

There may be sub-sets of the generic job described above which require additional technical skills. This appendix to the generic job description and can be developed to cover such situations.

The Role
This scheme is a level 3 apprenticeship. You will complete the scheme through a combination of learning with a training provider, (which will be delivered either one day per week or as a block), and on the job training through your placement with creative employers. This will give you a stepping stone into the creative media industry.   Over the training period of your role, key responsibilities and accountabilities include: • Source data from a collection of already identified trusted sources in a secure manner   • Collate and format data to facilitate processing and presentation of data   • Present data for review and analysis by others, using a variety of methods for example tables, charts and graphs   • Blend data by combining data from various sources and formats to explore relevance for business needs   • Analyse simple and complex structured and unstructured data to support business outcomes using basic statistical methods   • Validate results of analysis using various techniques, e.g. cross checking, to identify faults in data results and to ensure data quality   • Communicate results verbally, through reports and technical documentation and tailoring the message for the audience   • Collaborate with people both internally and externally at all levels with a view to creating value from data   • Practice continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for your own professional development   • Help non-data oriented colleagues understand where analysis can help them with their day-to-day roles   • Deliver analysis using defined tools with support, leveraging the full breadth of functionality to deliver value to the business.   You are expected to be flexible and to carry out any other duties reasonably required by the placement employer. You will have a placement base location; however, this is subject to change as placements are rotated through different Creative employers, so that you benefit from varied practical experience.

Additional job specific responsibilities and accountabilities
Pre-Entry Criteria: • Candidates will need to have the right to work in the UK and been ordinarily resident in the UK, Ireland, or the European Economic Area (EEA) for at least the previous three years before the start of the apprenticeship. Or have obtained either pre-settled or settled status under the EU Settlement Scheme and have been ordinarily in the EEA, Gibraltar, or the UK for at least the previous three years before the start of the apprenticeship.

- A minimum GCSE or Grade qualifications in Maths and English at 9-to-4 (A-C) or equivalent.
- At least 2 A-Levels or a Level 3 vocational qualification.
- Communication skills
- Effective time management
- Be adaptable and have the ability to work flexibly.
- Self motivated
- Value Diversity and Inclusion engaging respectfully with others, actively seeking and valuing different perspectives
- A passion for working in the creative and digital media industry
- An ability to work effectively both individually and collaboratively as part of a team.
- Think critically and creatively
- Work in an ethical and sustainable manner
- Have a commitment to learning and strong desire to develop new skills and knowledge
- To work effectively in and with allocated teams, and to adhere to local regulations in third party organisations as appropriate during academic or work-based placements.
- To support the Scheme including tutors, colleagues, managers, and business clients, and to be an ambassador for the Scheme
- Work with BBC Hub staff and Outreach to promote Early Career programmes to other young people