

Job title	New Talent Trainees/ Apprentices		
Job family	Training, Trainees & Apprentices	Grade	Training Grade

Job purpose

To acquire job-ready skills and experience in areas which are important to the BBC's future workforce needs, in readiness for competing for entry-level roles in the BBC and the wider creative sector.

Key responsibilities and accountabilities

- To meet the learning objectives of the apprenticeship/traineeship, and 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 objectives of the apprenticeship or traineeship, seeking out and taking opportunities
- At all times, to live the BBC's values when undertaking work-based projects and classroom based learning

Knowledge, skills, training and experience

Trainees and apprentices can be graduates or school leavers / non-graduates and usually come to the BBC with very little experience of the world of work. We're therefore looking for raw potential and great attitude rather than past experience. Specifically:

- A strong desire to learn and push beyond individual comfort zones
- Open-minded to new ideas and trying new things
- Strong curiosity and drive
- Able to learn from mistakes and demonstrate resilience
- Excellent team player and happy to work on own initiative
- A demonstrable passion for the area covered by the traineeship or apprenticeship
- Passionate about our industry
- Individual apprenticeships and traineeships will have specific further entry requirements – please see below

Job impact

Decision making:

- Apprentices and trainees take responsibility for their own work activity and learning, under the guidance and supervision of line managers and trainers, with support from the BBC's New Talent team.

Scope:

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

JOB DESCRIPTION



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.

Appendix

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

Division	
Reports to (title)	
Location base	

Organisation structure	

Additional job specific responsibilities and accountabilities

Approval	
Manager	Name and job title
HR Business Partner	Name
Date	