Working at Broadland District Council and South Norfolk Council

Job Role: **Project Management Apprentice**

Department: **Economic Growth**

Directorate: **Place**

Purpose:

To support the development and delivery of projects within the Economic Growth team, while developing practical knowledge and experience of project management. The role will assist with key aspects of project delivery, including project planning and monitoring, decision-making and governance processes, budget monitoring, funding claims and project reporting.

Working with colleagues across the Councils and external partners, the role will contribute to a varied portfolio of projects that support economic growth, regeneration, infrastructure, community facilities, green spaces and clean growth, helping to create thriving places where people want to live, work, invest and visit.

Main duties and responsibilities:

- Provide project support to colleagues across the Economic Growth service and undertake defined areas of project work, using initiative to progress tasks and meet agreed deadlines.
- Support the development of projects, funding bids and business cases, undertaking research and collecting, analysing and presenting information and data for project leads.
- Liaise effectively with internal colleagues, Councillors, external stakeholders and delivery partners to support the development and delivery of projects.
- Support procurement and contract management activities, including maintaining relevant documentation and monitoring delivery against agreed requirements.
- Support the monitoring and reporting of projects, including progress against budgets, milestones, outputs and outcomes, and assist with funding claims and the preparation of highlight reports.
- Support the overall coordination of the Economic Growth programme, maintaining accurate and up-to-date project trackers, delivery plans, risk registers and other programme management information.
- Support project governance and decision-making processes, including coordinating information, preparing documentation and assisting with meetings and reporting requirements.
- Take responsibility for your own learning and professional development, completing the Level 4 Project Management qualification and other relevant training requirements on time and to a high standard.

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South Norfolk and Broadland Councils are committed to promoting the welfare of children and vulnerable adults and all applicants must be willing to undergo appropriate checks for the position, including checks with past employers and the Disclosure and Barring Service.

Role specific qualifications, experience, skills and abilities

Criteria	Essential or Desirable	
Education and Qualifications		
A minimum of five GCSEs at Grade 4/C or above, or equivalent, including English and Maths.	E	
Willingness and ability to undertake and successfully complete a Level 4 Project Management qualification alongside the role.	E	
Further education or qualifications relevant to business, administration, finance, project management, economics or a related area.		D
Evidence of additional learning or development relevant to working in a professional or office-based environment.		D
Experience and Knowledge		
Experience of organising and prioritising tasks to meet deadlines, gained through education, employment, volunteering or other relevant activities.	E	
Experience of gathering, interpreting and presenting information or data clearly and accurately.	E	
An understanding of, or demonstrable interest in, project management, economic growth and the work of local government.	E	
Experience of liaising with customers, stakeholders or partner organisations and an awareness of processes such as procurement, funding or project governance.		D
Skills, Abilities and Competencies		
Good written and verbal communication and interpersonal skills, with the ability to communicate professionally and build effective working relationships with colleagues, customers and external partners.	E	
Good attention to detail ensuring accuracy, thoroughness and error-free working.	E	
Good numeracy and analytical skills.	E	
Ability to use initiative, solve problems and work effectively both independently and as part of a team, adapting to changing priorities and knowing when to seek guidance.	E	
Strong IT skills and ability to use Microsoft Office applications effectively.	E	
Ability to travel independently to sites across the districts to deliver projects.		D

Our Values and Behaviours	
All employees are expected to demonstrate the One Team's values and behaviours in their work. These behaviours are essential to the role and will be assessed throughout the recruitment process and during employment:	
• *Be trustworthy and respectful* • *Take ownership and be responsible* • *Value difference and be kind* • *Be customer focused and proactive* • *Collaborate and celebrate with others*	• *Be flexible and embrace change* • *Be innovative and entrepreneurial* • *See the bigger picture* • *Never stop learning*

DATE: October 2026