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Apprentice Business Support (Planning and Building Control)

Location: **Halifax**

Posted: **24th November 2026**

Employer: **Calderdale Council**

Role type: **Apprenticeship**

Entry Requirements:



Our Business Support team provides specialist administrative support to services across the Council, helping to ensure that residents, businesses and developers receive an efficient and professional service. As part of the Planning and Building Control team, you will provide a wide range of administrative support duties and play an important role in supporting the delivery of these essential services.

Business

Local authority

Training provided

Level 3 Business Administration

Pay details

National Minimum Wage

Hours

37 hours per week, 21-month fixed term contract

Requirements

- GCSE maths and English at grades 9-4
- Good communication skills
- Organisational skills
- Ability to follow instructions, procedures and policies
- Ability to work under pressure and to deadlines
- IT skills including use of Microsoft Office software

Minimum age

16

Description

Day-to-day tasks include:

- Maintaining up-to-date information on manual and computerised files, lists and records
- Producing emails, letters and reports
- Planning meetings and events, diary management, booking venues, circulating agenda papers and minute taking
- Inputting, updating and maintaining manual and computerised records
- Purchasing of goods and services including tasks linked to petty cash process

- Preparing and digitising the relevant documents into Computer systems and co-ordinating the archiving of documents and information
- Operating a range of Business Support equipment, including scanners, franking machines and printers
- Responding effectively to queries received face to face, by telephone and email

How to apply

Please apply on the council's **website**.

To enquire about this role: