

# Northumberland County Council

## JOB DESCRIPTION

<b>Post Title:</b> Horticulture Apprentice	<b>Directorate/Service:</b> Local Services – Neighbourhood Services		<b>Office Use</b>
<b>Band:</b> National Apprenticeship Pay Framework			JE ref: HRMS ref:
<b>Responsible to:</b> Placement Supervisor	<b>Workplace:</b> Various		
<b>Job Purpose:</b> Contribute to the provision of an efficient and effective street cleansing, public convenience and grounds maintenance service			
<b>Resources</b>			
Staff	None		
Finance	None		
Physical	Shared responsibility for the careful use of vehicles and allocated tools and equipment.		
Clients	Duties have an indirect impact upon the health and safety of the community.		
<p><b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. <b>You will complete apprenticeship training to enable you to develop into the below responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To attend all apprenticeship training and successfully complete End Point Assessment</li> <li>2. Provide an efficient and effective street cleansing, public convenience and grounds-maintenance service to pre-determined standards and in accordance with predetermined schedules.</li> <li>3. Liaise with service users and members of the public in a courteous and respectful manner.</li> <li>4. Support the team to complete work within the time, quality and specified service standards.</li> <li>5. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment.</li> <li>6. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported</li> <li>7. Work collaboratively with team colleagues to ensure that work plans are achieved, and quality standards are maintained.</li> <li>8. Complete all aspects of training relating to the apprenticeship standard</li> </ol> <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
<b>Work Arrangements</b>			
Physical requirements:	Standing, sitting or walking long distances daily including extensive lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards.		
Transport requirements:	n/a		
Working patterns:	37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.		
Working conditions:	Working outdoors in all weathers and traffic conditions.		

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**PERSON SPECIFICATION**

<b>Post Title: Horticulture Apprentice</b>	<b>Director/Service:</b> Local Services - Neighbourhood Services	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> <li>Grade 4 (C GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> <li>AS/A Levels</li> </ul>	Application Interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>No previous experience required</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>An interest in the role of ground maintenance, Public Convenience maintenance or Street Cleansing Operative.</li> </ul>	Application Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> <li>Good organisational, problem solving and planning skills</li> <li>Strength, dexterity and co-ordination to deal with plant and operate equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	Application Interview
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Able to cope with the regular high level of physical demand.</li> <li>Able to maintain general awareness for safe working conditions with some periods of concentration.</li> <li>Regular contact with service users and the public, which could result in limited emotional demands.</li> <li>Ability to work outdoors in all weather conditions.</li> </ul>		Application Interview
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work as a team member</li> </ul>	Application Interview
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to providing a quality administrative support</li> <li>Committed to the Values &amp; Vision of Northumberland County Council</li> </ul>		Application Interview