

Northumberland County Council

JOB DESCRIPTION

Post Title: Signage Technician Apprentice		Director/Service: Local Services - Housing	Office Use
Band: National Apprenticeship Pay Framework			JE ref:
Responsible to: Team Leader		Workplace: Cramlington	HRMS ref:
Job Purpose: Design, operation and manufacture of Road Signs, to Department of Transport Regulations, British Standards and Northumberland County Council guidelines			
Resources			
Staff	None		
Finance	None		
Physical	Specialist equipment and responsibility for Sign Shop and Stock		
Clients	Responsibility for providing efficient and effective service to Highways Department and external contractors		
Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the postholder. You will undertake apprenticeship training to enable you to develop into the below responsibilities: <div><div>1. To undertake and successfully complete the End Point Assessment of the apprenticeship standard.</div><div>2. To know and understand the principles of health, safety and welfare and how to apply this in relation to your own role and of others.</div><div>3. Assist colleagues in sign production, ensuring work is produced on time, to recognise standards and in the most economic cost.</div><div>4. Respond independently to unanticipated problems and produce relevant Risk Assessments and ensure all Health & Safety requirements are complied with.</div><div>5. Communicate appropriately with service user to provide adequate contact and establish requirements. 5</div><div>6. Work within the regulations, parameters and guidelines of Department of Transport, British Standards and Northumberland County Council.</div><div>7. Keep all necessary records and complete relevant stock take, as necessary.</div><div>8. Attend local meetings and training as required.</div><div>9. Other duties appropriate to the nature, level and grade of the post.</div></div> <div>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Postholders 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.</div>			
Work Arrangements			
Physical requirements:	Working in a range of positions, sometimes in tight spaces with the need to carry tools, equipment and materials.		
Transport requirements:	Travel to, from and between service user's sites and the Sign Shop		
Working patterns:	37 hours per week. Fixed hours. Evening and weekend work – standby rota.		
Working conditions:	Predominantly Sign Shop based but also required to work on site erecting signs in live traffic situations where there are high physical demands and exposure to adverse weather can be encountered		

PERSON SPECIFICATION

Post Title: Apprentice Plasterer	Director/Service: Local Services - Housing	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		

<ul style="list-style-type: none"> Grade 4 (c) GCSE Maths & English (or equivalent) A good general education demonstrating numeracy and literacy. An initial assessment may be carried out <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"> AS/A Levels 	Application Interview
Experience		
<ul style="list-style-type: none"> No previous experience required 	<ul style="list-style-type: none"> Experience working in a similar role or working for a local authority 	Application Interview
Skills and competencies		
<ul style="list-style-type: none"> Good organisational, problem solving and planning skills Communication and interpersonal skills Ability to be flexible 	<ul style="list-style-type: none"> Customer care skills Team working, or can demonstrate working in teams 	Application Interview
Physical, mental and emotional demands		
<ul style="list-style-type: none"> Working in a range of positions, sometimes in tight spaces with the need to carry tools, equipment and materials. Regular periods of concentrated mental attention and tight deadlines Some exposure to disagreeable and unpleasant conditions 		Application Interview
Personal attributes		
<ul style="list-style-type: none"> Motivation Willingness to work Reliable, good time keeping 	<ul style="list-style-type: none"> Ability to work as a team member 	Application Interview
Other		
<ul style="list-style-type: none"> Committed to Equality and Diversity and Safeguarding Committed to Health and Safety and client confidentiality Committed to providing a quality administrative support Committed to the Values & Vision of Northumberland County Council 	<ul style="list-style-type: none"> Full clean driving license with the ability to drive Able work outside of normal office hours 	Application Interview

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits