

# Northumberland County Council

## JOB DESCRIPTION

<b>Post Title: Apprentice Joiner</b>		<b>Director/Service:</b> Local Services - Housing	<b>Office Use</b>
<b>Band:</b> National Apprenticeship Pay Framework			JE ref:
<b>Responsible to:</b> Team Leader		<b>Workplace:</b> Blyth	HRMS ref:
<b>Job Purpose:</b> To assist with repairs to the Council's housing stock, public buildings and other premises to a high quality in accordance with any pre-determined specification, timescale or appointment. You will be expected to develop and apply the technical knowledge gained during training to the job role. Key to your success will be the ability to develop relationships across all levels within the organisation, good time management & organisational skills as well as enthusiasm & commitment.			
<b>Resources</b>			
<b>Staff</b>	None		
<b>Finance</b>	None		
<b>Physical</b>	Shared responsibility for vans, tools and equipment		
<b>Clients</b>	Tenants		
<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 postholder. <b>You will undertake apprenticeship training to enable you to develop into the below responsibilities:</b>			
<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 to undertake internal and external joinery repairs to the highest quality and standard in accordance with work requests and pre-determined specifications to a wide range of fixtures and fittings. This will include the removal or adjustment of existing fittings and fixtures, the preparation of surfaces, the marking out, construction / fabrication / assembly of new fittings and fixtures and re-fitting, planning and scheduling of work. Any remedial work to be carried out to the highest standard, including the relaying of floorboards, carpet &amp; underlay.</div> <div>4. To ensure that adequate stock and materials are available in order to undertake the required repair. Employees will be responsible for the maintenance of their imprest stock levels. They will be required to keep such materials in a secure fashion and replenish stock as necessary, keep proper records, to itemise stock usage on individual works orders and immediately notify their supervisor of any discrepancy or losses discovered, if they occur.</div> <div>5. To develop a sound working knowledge of all elements of building construction, components, building trades and applicable building regulations.</div> <div>6. Work to an appointment system and complete work within priority timescales.</div> <div>7. To develop a sound working knowledge of health and safety legislation and safe working practices and ensure these are adopted when undertaking repair or construction work and where required issuing instructions / advice to tenants to ensure the health and safety of any occupants.</div> <div>8. To ensure that a high level of customer care is adopted when undertaking repair or construction work including: providing information and advice on any work to be undertaken; to take the necessary steps to protect tenants furnishings and effects from any incidental damage or dust during work; to ensure any building rubble or debris is cleared up and removed from site, leaving the site in a clean and tidy condition; to advise the tenant where any follow on work is required and to ensure that the Team Leader is advised accordingly so that appropriate arrangements can be made; and to receive and refer any additional repair reports from tenants and pass appropriate details to the section.</div> <div>9. Where appropriate the postholder will be allocated and complete work via mobile data transfer and vehicle location systems and ensure mobile communications are used effectively including pre-arranging appointments with tenants; seeking advice and instructions where required; arranging for parts and materials; and, arranging for follow on trades to call.</div> <div>10. To ensure that any measuring is undertaken accurately.</div> <div>11. To complete all claims accurately in accordance with financial regulations and carry out any duties in line with documented procedures and instructions.</div> <div>12. To undertake a visual inspection of any vehicle used by the post-holder to ensure that lights, tyres washers and wipers are in a serviceable condition. Vehicles must be driven with courtesy and care and kept clean and tidy by users.</div> <div>13. To ensure confidentiality is always maintained.</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.

### 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:	Daily travel to various locations within the county
Working patterns:	37 hours per week. Fixed hours. Evening and weekend work – standby rota.
Working conditions:	Working in tenant's homes, empty houses and other public buildings as required.

## PERSON SPECIFICATION

<b>Post Title: Apprentice Joiner</b>	<b>Director/Service:</b> Local Services - Housing	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	Assess by
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>Grade 3 (D) GCSE Maths &amp; English (or equivalent)</li> <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>AS/A Levels</li> </ul>	<p>Application</p> <p>Interview</p>
<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> </ul>	<p>Application</p> <p>Interview</p>
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Willingness to undertake other multi-skilling duties within construction requiring skills such as tiling, plaster repair and minor plumbing works.</li> <li>Good organisational, problem solving and planning skills</li> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	<p>Application</p> <p>Interview</p>
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Working in a range of positions, sometimes in tight spaces with the need to carry tools, equipment and materials.</li> <li>Regular periods of concentrated mental attention and tight deadlines</li> <li>Regular contact with tenants working in their homes may result in some emotional demands</li> <li>Some exposure to disagreeable and unpleasant conditions</li> </ul>		<p>Application</p> <p>Interview</p>
<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>	<ul style="list-style-type: none"> <li>• Full clean driving license with the ability to drive</li> <li>• Able work outside of normal office hours</li> </ul>	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