CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Corporate Resources** | **SERVICE GROUP: Built Environment**  |
| **POST TITLE: Apprentice Joiner** | **REPORTS TO: Works Officer** |
| **Apprentice Grade : % of salary of £22,737 pa** **Age at entry****Age 16 - Year 1 - £12,505.29 pa (55% pa)****Year 2 - £15,915.83 pa (70% pa)** **Year 3 - £21,600.05 pa (95% pa)****Age 17 - Year 1 - £12,505.29 pa (55% pa)****Year 2 - £19,326.36 pa (85% pa)** **Year 3 - £21,600.05 pa (95% pa)****Age 18 + - Year 1 - £19,326.36 (85% pa)****Year 2 - £20,463.20 (90% pa)** **Year 3 - £21,600,05 (95% pa)** | **SAP POSITION NUMBER : 11008019** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** |
| To undertake an Apprenticeship Scheme within the Department of Corporate Resources, Built Environment for which the main purpose of the role is to:-The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme. |
| **Main Responsibilities of Post:**  |
| The apprentice will work towards achieving the relevant skills, competencies and qualifications in order to be able to provide:-1. To carry out joinery and maintenance work to a diverse range of commercial buildings Including new build, Large and small programs solving complex construction problems
2. Prioritise own workload where necessary from that issued
3. To interpret specifications and drawings and carry out the works in accordance with these with a complex understanding of scale drawings~ Specifications and technical instructions
4. To use their knowledge of the Current and up to date Building Regulations to ensure the specifications and drawings are compliant and legal under current legislation
5. To ensure that all joinery work they undertake complies with the current Building Regulations
6. To use method statements and risk assessments for works in accordance with the CDM Regulations Temporary works and current Health and Safety legislation.
7. Carry out joinery works to a very high standard in accordance with the relevant regulatory bodies
8. To asses and decipher if joinery work is fit for purpose and safe to continue in service and come up with other safer solutions that could me more fit for purpose
9. Use tools, plant equipment, bladed moving machinery and materials as are applicable in their specific trade area safely and in accordance with the general activities of the construction industry.
10. Ensuring that all HSE advise and regulations are followed to letter including statuary regulation ie condition of use, duration, dust suppression, noise ect

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| **Structure:**  |
| **Special Knowledge Requirement. Will be used for shortlisting.** |
|  | **Essential** |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. |  |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet theLower threshold level.You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview). |  X |
| Required to understand and apply relevant technical knowledge, rules, processes and systems for the role.  |  X |
| Uses basic awareness of Health, Safety and Environment , including Risk Analysis  |  X |
| Operates tools and equipment including basic use of ICT relevant to the area of work |  X |
| Awareness of data protection and data security protocols  |  X |
| Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively  |  |
| Interprets straightforward information |  X |
| Uses a range of IT packages relating to area of work |  |
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| **Relevant experience requirement: Will be used for shortlisting** |
| The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the lower threshold level outlined under Special Knowledge above.  |
| GCSE Maths and English at Grades 4 or be able to demonstrate good literacy and numeracy through assessment before interview. |
| Good understanding of the construction industry |
| Experience in joinery would be advantageous |
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| **Relevant professional qualifications requirement: Will be used for shortlisting** |
| Not Applicable  |
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| **Core Employee competencies to be used at the interview stage.**  |
| **Carries Out Performance Management** |
| Covers the employee’s capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.  |
| **Communicates Effectively**  |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** |
| **Carries Out Effective Decision Making**  |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. |
| **Undertakes Structured Problem Solving** **Activity**  |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. |
| **Operates with Dignity and Respect**  |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.  |
| **Working Conditions:**   |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.  |
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| **Special Conditions:**  |
| **To meet the apprenticeship funding requirements, you must be entitled to work in the UK and have been a resident for 3 years.****This role requires an enhanced DBS Disclosure.**The apprentice will follow a programme of training relating to the role and achieve the appropriate skills, competencies and qualifications of the role by the end of the training programme.The Apprentice will train to Level (3) in joinery as part of the Apprenticeship. |
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| **Compiled by: D Hudson** | **Grade Assessment Date:** | **GRADE: % of Band**  |