



## Role profile

<b>Post</b>	Construction Training Initiative (CTI) Apprentice: Bricklaying
<b>Responsible to</b>	Construction Skills Project Officer
<b>Responsible for</b>	N/A
<b>Department</b>	Regeneration and Assets
<b>Date</b>	July 2019

### Job purpose

From Havering in the East to Hillingdon in the West, Notting Hill Housing (NHH) has over 2,500 new homes in its development pipeline. This programme includes homes for affordable rent, shared ownership, supported housing, private sale and market rent, as well as commercial premises. This diversity also applies to our procurement strategy where we develop our own schemes, form joint ventures with other developers and purchase affordable housing through 'Section 106' planning legal agreements. So, if it's residential development and in London - we do it! That's why we are one of London's leading providers of residential property.

This is a Construction Training Initiative Apprenticeship role for people wishing to gain a qualification in Bricklaying along with associated paid work experience.

Apprentices are employed by Notting Hill Genesis and will receive training on various NHH development sites in partnership with our Framework contractors.

The Apprenticeship will last for one year and will be awarded on the basis on successful completion of the associated qualification and sufficient hours on site.

### What you will do

1. Work as an apprentice on sites in and around London which will be allocated in line with NHH's current development time line and the requirements of the qualification being undertaken.
2. Collect evidence towards your NVQ 2 portfolio.
3. You will be on site in line with the hours set out in your apprentice agreement and will work with your on site supervisor accordingly.
4. Undertake a range of work relevant to the trade being worked towards.
5. Work with team members to achieve on-site tasks.
6. Provide excellent customer service standards to internal and external stakeholders.
7. Understand the importance of taking care of your own health and safety and that of others, and follow the guidance outlined in the Apprentice Handbook.

### General



8.	At all times follow the financial regulations, policies and procedures at NHH.
9.	At all times follow NHH's Health and Safety policy and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

### Specifics of what you will learn, experience and carry out

10.	Maintaining good working relationships and communicate with others to establish productive work practices - this includes communicating in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
11.	Complying with all relevant legislation and official guidance and any other information given in relation to: <ul style="list-style-type: none"> <li>• workplace health, safety and welfare</li> <li>• moving, handling and/or storing resources</li> </ul>
12.	Maintaining and promoting safe and healthy working practices.
13.	Maintaining relevant records in accordance with the organisational procedures.
14.	Complying with the given contract information.
15.	Interpreting the given information relating to the work and resources required.
16.	Selecting the required quantity and quality of resources.
17.	Following organisational procedures to plan the sequence of work.
18.	Minimising the risk of damage to the work and surrounding area.
19.	Completing the work within the allocated time.
20.	The following Bricklaying techniques include: <ul style="list-style-type: none"> <li>• erecting and setting out masonry structures;</li> <li>• cladding;</li> <li>• thin joint masonry structures;</li> <li>• placing and finishing non-specialist concrete;</li> <li>• maintaining slate and tile roofing;</li> <li>• repairing and maintaining masonry structures;</li> <li>• installing drainage;</li> <li>• producing internal solid plastering finishes;</li> <li>• producing external solid render finishes.</li> </ul>

**This list of tasks and responsibilities is not exhaustive; the post holder may undertake other duties as required.**



## How do you meet our requirements?

Below you will find the skills, abilities, experience and competencies needed to do the job you're applying for at Notting Hill Housing (NHH).

Use the space under 'How do you meet our requirements?' on your application form to explain how you meet these requirements. Only write about the categories that are being assessed by the application form.

You must also be able to or have the following		How this is assessed
1.	You will work on sites across London.	Interview.
2.	You will have completed a City & Guilds Level 2 Diploma in Bricklaying.	Application form and reference from tutor.
3.	You have successfully completed the functional skills element of your course.	Reference from tutor and relevant certificate.
4.	You have a good record of attendance at college and/or a favourable reference.	Reference
5.	You demonstrate a true desire to pursue a career in your chosen trade.	Application form and interview.
6.	You show an ability to work well in a team and support colleagues.	Application form and assessment.
7.	You are able to show an awareness of the importance of health and safety on site.	Application form and interview.
8.	You hold a current CSCS card or complete the qualification within four weeks of apprenticeship offer.	Application form, evidence and assessment through probation period.

## How do you meet our requirements?

Below you will find the skills, abilities, experience and competencies needed to do the job. For further information about the expectations set against **the competency level** of this role (see above), please refer to the full **One Notting Hill competency framework**. This is available on our jobs site and intranet, Hive.

You'll be assessed on the following criteria at various stages throughout the selection process. Should you be successfully appointed to the role, these same criteria will be considered during your probation/review period and at your bi-annual on track (appraisals) alongside your objectives set by your manager.

