

## Construction Training Initiative (CTI) Apprentice: Carpentry Job

### Development

Overview	
<b>Role Purpose</b>	<p>To receive training on various NHG development sites in partnership with our Framework contractors.</p> <p>This is a Construction Training Initiative Apprenticeship role for people wishing to gain a NVQ level 2 Diploma in Site Carpentry along with associated paid work experience.</p> <p>The Apprenticeship will normally last for 15 months and will be awarded on the basis of successful completion of the associated qualification and sufficient hours on site.</p>
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Reports to</b>	Construction Skills Project Officer
<b>Line management</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Date</b>	October 2020

Role relationships	
Internal	Construction Training Initiative team
External	Building contractors

Role accountabilities
<p><b>Key Tasks</b></p> <ul style="list-style-type: none"> <li>Work as an apprentice on sites in and around London which will be allocated in line with NHG's current development timeline and the requirements of the qualification being undertaken. Undertake a range of work relevant to the trade being worked towards.</li> <li>Collect evidence towards your NVQ level 2 portfolio.</li> <li>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.</li> <li>You will attend college 1 day per week as and when if it is required of you by the scheme.</li> <li>Work with team members to achieve on-site tasks.</li> <li>Provide excellent customer service standards to internal and external stakeholders.</li> <li>Understand the importance of taking care of your own health and safety</li> </ul>

## Role accountabilities

and that of others, and follow the guidance outlined in the Apprentice Handbook.

### What you will learn experience and carry out

- 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.
- Complying with all relevant legislation and official guidance and any other information given in relation to:
  - workplace health, safety and welfare
  - moving, handling and/or storing resources
- Plan and carry out work to commercial standards of quality and speed.
- Understand the needs of other workers and how to work effectively with others.
- Selecting the required quantity and quality of resources.
- Following organisational procedures to plan the sequence of work.
- Minimising the risk of damage to the work and surrounding area.
- Understand how to interpret and use relevant product information and specifications.
- Understand how to calculate quantify and, length, area and wastage resources.

### General

- Ensure you follow the financial regulations, policies and procedures at NHG.
- Ensure that you follow relevant Health and Safety policies and related procedures, keeping up to date with changes and taking action to maintain personal health and safety and that of others.

The tasks and responsibilities outlined above are not exhaustive, the post holder may undertake other duties as is reasonably required.

## How do you meet the role requirements?

To do the job well, we have outlined the key behaviours we'll expect of you, and the knowledge, experience and skills you need to do the job. You'll be assessed on these criteria at various stages throughout the selection process.

## Role behaviours

Customer focus	<ul style="list-style-type: none"> <li>• Commit to providing the best service to customers, set realistic expectations, keep your promises, and act with integrity always.</li> <li>• Commercial awareness / VFM in everything people do</li> </ul>
Accountability and delivery	<ul style="list-style-type: none"> <li>• Be accountable for the accuracy and completeness of your work, remaining calm under pressure, making informed and reasonable decisions.</li> </ul>

Service improvement	<ul style="list-style-type: none"> <li>Approach your work with rigour, challenging yourself to identify opportunities for service improvement, working in partnership with others to make NHG better for customers and colleagues.</li> </ul>
Communication and inclusion	<ul style="list-style-type: none"> <li>Communicate clearly and openly, including all and celebrating differences, listening and responding positively to others.</li> </ul>
As NHG develops a new competency framework, behaviours for individual roles will be aligned as appropriate.	

Essential knowledge, experience and skills	
Professional expertise (know how & experience)	<ul style="list-style-type: none"> <li>You hold a current CSCS card or complete the qualification within four weeks of apprenticeship offer.</li> <li>You demonstrate a true desire to pursue a career in Carpentry and Joinery.</li> <li>You show an ability to work well in a team and support colleagues.</li> <li>You are able to show an awareness of the importance of health and safety on site.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Effective IT skills including basic MS Office skills</li> </ul>
Qualifications and/or professional membership	<ul style="list-style-type: none"> <li>Level 2 Diploma in Site Carpentry (desirable)</li> <li>GCSE grade C or 4 in Maths and English (desirable)</li> </ul>

Role requirements	
DBS	<ul style="list-style-type: none"> <li>None</li> </ul>
Data and information processing	<ul style="list-style-type: none"> <li>Information/Data User (all staff)</li> </ul>
Data protection role	<ul style="list-style-type: none"> <li>None</li> </ul>