

Job Description

POST TITLE:	Electrician Apprentice
QUALIFICATION:	Installation/Maintenance Electrician
LEVEL:	3
DIRECTORATE:	Neighbourhoods and Housing
SECTION:	Building Maintenance
GRADE:	Starting salary of £17,785 - £19,146
LOCATION:	Within London Borough of Hackney
RESPONSIBLE TO:	Voids/Reactive Supervisor
RESPONSIBLE FOR:	None
NOTES:	Must be willing to work anywhere inside or outside of the borough

PURPOSE OF THE APPRENTICESHIP

- To learn and develop practical experience, drawing on knowledge acquired through vocational study and on the job training.
- To train the apprentice to be able to perform highly, both independently and as part of the team.
- To support the apprentice to develop a full understanding of the work of the team, a good knowledge of the wider organisation and a strong understanding of local government generally.
- To provide the necessary technical skills, via training and study towards a recognised qualification, delivered by a partner training organisation. You will be spending approximately 20% of the working week devoted to this.
- If the apprentice performs well over the programme, and they are interested, they will be supported to apply for future roles in the council, subject to availability. If there are no appropriate vacancies within the council, the apprentice will be given guidance and support to identify and apply for positions in external organisations.
- On completion of your apprenticeship programme, you should be able to demonstrate the knowledge, skills and attitudes listed below.

ABOUT THE ROLE

This is an apprenticeship within Building Maintenance

On a daily basis, the team visit Hackney properties to carry out general repairs and adaptations. The apprentice in this role will be providing an effective electrical repairs/maintenance service to Hackney properties in tenanted/void properties and public buildings around the borough and other associated works in accordance with contract requirements.

MAIN DUTIES AND RESPONSIBILITIES:

1. To gain hands on operational experience by assisting a qualified electrician with the following duties in accordance to BS7671: To fault find and repair existing electrical circuits, to carry out electrical inspection, testing and verification work and carry out periodic mandatory inspections and report all findings to supervisor and learn to complete any certification or paperwork, e.g. NECEIC.
2. To install, test, check and maintain electrical wiring to void and occupied across the borough of Hackney and communal and block lighting
3. Help to diagnose faulty electrical systems using approved testing equipment and hand tools. Partial and complete rewiring of defective electrical circuits
4. Learn how to replace consumer units, replace light pendants, light switches and power sockets
5. Liaise and work with contractors at the engineering/managers request and be able to work from plans/drawings to install new circuits or make alterations to existing circuits.
6. Work at heights from e.g. scaffolding, power cradle, ladders, mobile tower and erect temporary work platform.
7. Undertake any other general duties/associated works relevant to the post required.
8. To carry out works with minimum disruption to the service users and ensure the premises are left clean and tidy.
9. Carry out all work instructions allocated in a timely manner, in the order identified and to an acceptable quality standard and maintain all electrical records.
10. Undertake daily routine safety and maintenance checks ensuring that vehicle, machinery and equipment used is well maintained, kept clean and not exposed to the risk of damage or loss/theft. Complete all vehicle documentation and report defects in accordance with procedures.
11. Be responsible for and be contactable mobile phone supplied by Hackney Homes. Be well presented in Hackney Homes' uniform ensuring that the uniform is clean and well maintained & carry Hackney Homes I.D to be displayed on request.

Person Specification

ELIGIBILITY:

Age: 16+

There is no upper age limit for our apprenticeships, but we encourage applications from 16-24 year olds, particularly for our Level 2 and 3 apprenticeships.

Residency: Hackney resident OR Hackney school leaver OR young person who is receiving Hackney leaving care services.

Education: To achieve this Apprenticeship qualification, you will either:
Already hold at least a Level 2 or GCSE A*-C / 4-9 in Maths and English
OR
Be willing and able to work towards this during your apprenticeship training.

ABOUT YOU:

Skills and Attributes:

- Excellent and polite communication skills both written and verbal. Can follow instructions. Able to record information about job outputs using IT.
- Organised: Comes in on time and delivers projects on time with attention to detail. Good time management skills; ability to prioritise sensibly and to manage competing demands and deadlines. Able to use own initiative.
- Adaptable and flexible: embraces change and adapts successfully to changing situations and environments. Will ask questions when needed.
- Analytical: Draws conclusions that are sensible given the information available. Understands graphs and charts. Has the ability to follow drawings and plans. Good numeracy skills for calculating quantities. Ability to consider problems carefully and offer creative solutions. Good practical skills with a careful and methodical approach to work.
- Able to work from heights and follow safety instructions. The ability to erect a temporary platform to carry out work from following appropriate Health and Safety. To work in confined spaces, with noise and dust etc. while wearing the correct PPE.

Knowledge

- Basic understanding of the role of a local Authority.
- Basic knowledge of the chosen trade and a firm commitment to training.
- Basic knowledge of the potential hazards when working in the construction industry and the importance of Health & Safety rules.

Attitudes

- To be prepared to attend training sessions regularly and be willing to complete the required academic and practical training programme in a timely manner which will lead to the successful completion of the apprenticeship qualifications.
- The desire to work in a fast-paced environment.
- Flexible team player. Ability to work well in a group. Aware of the strengths of others and works to meet the needs of the group as a whole
- Commitment to Hackney's core vision and values.
- Passionate: Believes in the work of the Council and wants to make a difference to the borough and its people.
- Adaptable and Flexible: Embraces change, and adapts successfully to changing situations & environments. Can learn from things that don't go well and adapt.
- Honesty and Integrity
- Hardworking, motivated and resilient.
- Commitment to a culture of learning, development and empowerment across the organisation. Willingness to try new things
- Wholehearted commitment to the principle of achieving equality of opportunity and celebrating diversity.

NB: All employees are expected to adhere to the Council's Diversity & Equality and Health and Safety Policies.