

Job Description

POST TITLE:	Adult Improver – Housing Trades
DIRECTORATE:	Neighbourhoods and Housing
SECTION:	Building Maintenance
GRADE:	Starting salary £19,146 - £21,036
LOCATION:	Within London Borough of Hackney
RESPONSIBLE TO:	Relevant Team Supervisor
RESPONSIBLE FOR:	None
NOTES:	Must be willing to work anywhere inside or outside of the borough.

PURPOSE OF THE ROLE

- To learn and develop practical experience, drawing on knowledge acquired through vocational study and on the job training.
- To train the Improver to be able to perform highly, both independently and as part of the team.
- To support the Improver 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.
- Where possible (based on prior qualifications), we will support you to achieve an apprenticeship qualification at Level 2 or Level 3 in a relevant subject over the course of the 24-month contract.
- If the Improver 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 Improver will be given guidance and support to identify and apply for positions in external organisations.

ABOUT THE ROLE:

This is an opportunity within Building Maintenance. On a daily basis, the team visit Hackney homes properties to carry out general repairs and adaptations.

This role is suitable for adults over the age of 25 interested in furthering their career in building trades. To apply – you must hold a relevant Level 2 qualification and/or relevant experience in one of the following trade areas:

- Plumbing
- Carpentry
- Multi-Trade/Property Maintenance
- Painting & Decorating.
- Electrical
- Gas Engineering

MAIN DUTIES AND RESPONSIBILITIES:

Duties will vary depending on the trade area you are selected for, but will include:

- To learn to carry out the required standard for all work detailed on schedules and/or work tickets or as instructed by your Supervisor/College Tutor.
- To ensure that all work is carried out to a standard of safety in accordance with the relevant Health & Safety law, regulations and industry standards.
- To learn how to complete time sheets and all other necessary documents in sufficient detail for costing purposes and to ensure bonus payments.
- To learn how to prepare material requests, as required.
- To attend college regularly on the day specified and to report immediately any absences to your supervisor.
- To complete and submit all assignments and relevant homework as required by tutors within the stated deadlines.
- To take part in regular progress reviews.
- To ensure that all protective clothing and equipment issued is worn and used at all times in compliance with Health & Safety regulations.
- To look after and maintain the tools that are supplied for your work and to use them properly and safely.
- To discuss immediately with your supervisor any concerns or problems that you have with your work.

Person Specification

ELIGIBILITY:

Age: 25+

Link to Hackney: Hackney resident OR Hackney school leaver OR person who is receiving Hackney leaving care services OR current or former Hackney Council employee

ABOUT YOU:

Qualifications and Experience:

- You must hold either a Level 2 qualification in one of the following areas, OR have practical experience in one of these areas:
 - *Plumbing*
 - *Carpentry*
 - *Multi-Trade/Property Maintenance*
 - *Painting & Decorating*
 - *Electrical*
 - *Gas Engineering*

NB – For Electrical and Gas Engineering, you must hold a relevant Level 2 qualification.

- You must hold or be working towards a full UK driving licence

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 Council'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.