

# Job Outline

**Post:** Construction Apprenticeship  
**Location:** As advertised  
**Hours:** 37  
**Duration:** 4 Years (Fixed Term)  
**Service:** Property & Housing - Building Maintenance  
**Grade:** Modern Apprentice appropriate trade salary  
Salary: £24,165 - £26,216 p.a.

Year 1 - Living Wage = £24,165

Year 2 - Living Wage = £24,165

Year 3 - 85% of HC05 = £24,759

Year 4 - 90% of HC05 = £26,216

Full Trade = HC05 £29,129

**\*\* - All grades below the SLW will be supplemented to meet the SLW**

**Contact:** Tel: 07786335242 Email: [Colin.Sutherland@highland.gov.uk](mailto:Colin.Sutherland@highland.gov.uk)

## Job Purpose :

The Construction Apprenticeship will provide an exciting alternative to full-time education and an opportunity to gain valuable work experience, skills and qualifications in a particular trade. Apprentices will not only learn basic skills but will be given the opportunity to gain more responsibility and put new skills into practice.

## Further Information

This is an exciting opportunity to become part of a large team based in Caithness that undertakes the Council's duties in relation to the maintenance of Highland Council's housing stock. The successful applicant should be a team player by nature with good communication and IT skills, together with the ability to pay close attention to detail and

work to set timescales. Professionalism, self-motivation and an ability to problem solve will be required.



## **Ambitious, Sustainable and Connected.**

The Highland Council vision is to be an ambitious, sustainable, and connected Highland. The Council's goal is for the Highlands to be best place to live, to visit and to invest in.

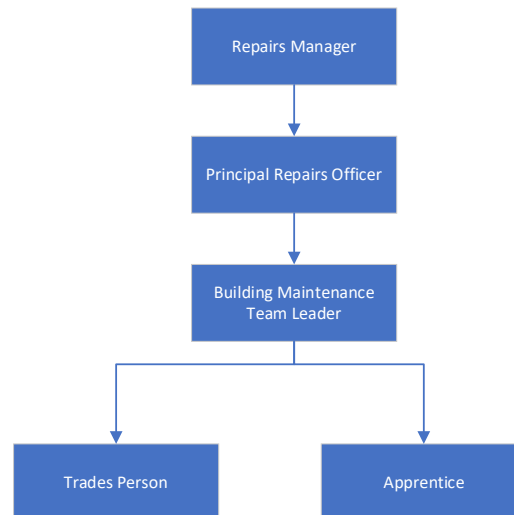
## **Employee Benefits**

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

- We want to accommodate the right candidate for the post, and we are able to assist lifestyle choices and other commitments you may have. With Highland Council you have access to a range of flexible working options – start and finish times, or working condensed hours or part time. We will consider and discuss how this could work for you in your role.
- Competitive salary with an incremental scale and annual pay review.
- Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
- 28 days paid holiday plus 7 Public paid holidays (pro rata for part-time staff), rising to 33 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
- Pension Scheme, including employers' contribution of 19.5%
- A genuine commitment to the health and wellbeing of our employees with access to the new Employee Assistance Programme.
- Family Friendly staff policies including Parental Leave.
- Employee discount/reward schemes from major and local retailers.
- Cycle to Work scheme.

If you are looking for a rewarding career, and interested in working for Highland Council, please view the further information, job description and person specification and then apply online.

## 1. Structure Chart



## 2. Job Description – Key Duties and Responsibilities

By the end of the Modern Apprenticeship the successful candidate will be able to:

- Undertake work experience with fully qualified tradesperson carrying out day to day housing repairs and maintenance together with other repairs to Council properties
- Attend vocational education at local colleges on a block release or day release basis
- Work towards achievement of an SVQ in a chosen trade (joiner, plumber, electrician, painter or builder)
- Work under supervision at a large variety of locations and using specialist tools and equipment
- Complete all necessary portfolios of work for achievement of training modules within agreed timetables
- Ensure implementation of and adherence to health & safety policy and procedures

### **3. Other Duties**

- The post-holder may be required to perform duties appropriate to the post other than those given in the Job Specification. The particular duties and responsibilities attached to the post may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations would not themselves justify a reconsideration of the grading. As a result of such variations, it may be necessary to update this job specification from time to time.
- The post-holder will be required to undertake training as deemed necessary to ensure compliance with legislative requirements relating to the post.

#### **4. Person Specification**

##### **Min Requirements for Application**

Pre-Employment Assessment must have been taken and passed to be eligible to apply for the post (e.g SECTT / SNIPEF)

Evidence of the passed test must be presented at interview.

##### **Essential Attributes**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

- Practical experience attained at school
- Work Experience (ideally in the industry)
- Genuine interest in trade skills e.g., DIY at home.
- Ability to develop further skills and acquire further knowledge and understanding
- Willing and keen to undertake relevant SVQ qualifications
- Ability to listen and follow instruction
- Ability to organise own workload
- Displays genuine interest in chosen trade
- Displays positive attitude
- Respects other and customer focussed
- Ability to work as part of a team
- Willing to learn and show commitment and enthusiasm
- Ability to communicate effectively with a range of audiences on various topics.
- Commitment to providing service to the public.
- Self-motivated.
- Good attendance record.

##### **Desirable Attributes**

- Good IT skills and ability to make best use of ICT.
- An ability to deal with people diplomatically, and to resolve problems on own initiative.

## 5. Health and Safety

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

- Become familiar with Violent Incident and Accident reporting procedures and comply with them.
- Undertake a continual program of Risk Assessment in relation to their role within Highland Council

Have an understanding of the importance of Health and Safety in the workplace and familiarise themselves with the Highland Council's Health & Safety Procedures.

## 6. QUALIFICATION

During the apprenticeship the successful applicant will undertake the qualification in their relevant field over a 4-year period including academic learning and practical work experience in the workplace. The apprentice will be expected to create an e-portfolio of evidence and some self-study is expected.

