New Forest DISTRICT COUNCIL | A place for you

Multi Trade Operative - Roofer Candidate pack



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Welcome from our Chief Executive

A warm welcome to new and potential employees from our Chief Executive, Kate Ryan.

One of the largest district council areas in the country, New Forest combines the beautiful and varied natural environment of a national park and coastline with thriving market towns. It's consistently ranked among the most desirable places to live in the country with the park at its heart and the majority of its 170,000 residents located on the periphery.

There's no escaping Hampshire's programme of Local Government Reorganisation, but along with our elected members and partners we are custodians of a unique and beautiful place, and our role for the next few years is to continue to create thriving and safe communities and a strong economy, providing homes, and supporting the most vulnerable, responding to the climate and nature impacts, and delivering excellent services that lead transitions in to a new authority.

The district will see major changes over the coming years. We also have the Solent Freeport, Totton Town Centre regeneration and a Strategic Asset Management Plan to deliver. We also deliver homes as a Council and work hard to meet the housing challenges in the area. We recognise that not all our communities are the same and work with our 37 town and parish councils and local partners to better understand and meet the needs of all our residents, including the most vulnerable.

At the heart of delivering our priorities is our staff. We are well on our way to meeting our aims of being an employer of choice and I firmly believe that having the best staff, who are well-supported, is key to delivering the best outcomes for our residents. Building on this, our transformation programme invests in our staff, develops the skills and technological infrastructure we need to modernise our services at pace to place our residents and staff in the best possible place for the future.

We are looking to recruit people passionate about making a difference to our unique place. We also want you to be inspired by our values. We provide a supportive environment to develop and deliver and we work hard to earn the respect and trust of our residents. 78% tell us they are satisfied with the way we run things, so if you would like to join a council with a reputation for innovation and proactive working to deliver even better outcomes to strengthen our local communities, we encourage you to learn more about our roles on our website, **newforest.gov.uk/jobs**.







About us

With our main office based in Lyndhurst in the heart of the stunning New Forest National Park, New Forest District Council (NFDC) is an excellent place to work and thrive. We work together and with partners to provide a wide range of highly valued services to our community.

We believe that all our employees make a valuable contribution to the work of the council, and encourage a trusting and open culture where each employee is supported and respected, where ideas are actively sought, and self-development promoted.

93% of our residents think the New Forest is a great place to live. It really does have it all. It combines a stunning natural environment with thriving market towns whilst also including some of the south coast's biggest new developments. There are excellent schools and colleges as well as Bournemouth, Salisbury, and Southampton close by. The New Forest is a fascinating place that we will be delighted to introduce you to if you don't already know it.

About the forest

New Forest district really does have it all. It's one of the largest district council areas in the country, and combines a stunning natural environment with thriving market towns whilst also including some of the south coast's biggest new developments.

How to apply

To apply for this role, please see **newforest.gov.uk/jobs**. You'll be asked a few basic questions and then you'll be able to upload your CV and covering letter. Please remember to link your application to the job description at the end of this pack.



Getting to us at Marsh Lane Depot

Address:

Marsh Lane Depot

Marsh Lane

Lymington

Hampshire

SO41 9BX

Parking:

There is limited parking on-site at the depot. When walking on-site, please follow the pavement safety lines towards the offices.

Your interview:

If you are invited to interview and there is anything we can reasonably adjust to make your experience more beneficial or constructive, please let us know at **hr.admin@nfdc.gov.uk**.

NFDC is committed to safe and fair recruitment, safeguarding and protecting those we serve. We make sure all our staff are vetted, selected, trained, and supervised fairly and to a high standard so that they can provide safe, effective, services to our communities.

Our commitment to equality, diversity, and inclusion

We're committed to our policies encompassing equal opportunities for the whole workforce, through training and our inclusive culture at NFDC. We remove discrimination against any employee in their access to employment, training, working conditions, promotion, or dismissal.

Equality objectives

Our external equality objectives are:

- to develop and provide services using data and insight to ensure that we meet the needs of our diverse communities

Our internal equality objectives are:

- to encourage diversity and champion equality within our workplace. We will develop and support an inclusive working environment where all staff are respected with zero tolerance of bullying and harassment

We are a member of the Disability Confident employer scheme. This means that we:

- seek to implement best practice in all ongoing and future work
- remove discrimination against any employee or applicant in their access to employment, training, working conditions, promotion or dismissal
- ensure our recruitment process is inclusive and accessible
- communicate and promote our vacancies in methods accessible for all
- offer interviews to any disabled person who meets the essential criteria for the role
- anticipate and make reasonable adjustments for staff and candidates, as required
- support existing employees who acquire a disability or long-term health condition

Find out more about the scheme at **gov.uk/government/collections/disability-confident-campaign**







Our benefits

Flexible hybrid working (role dependant)

For the majority of our roles we're adopting a hybrid way of working, mixing both home and office working to help you balance your work and home life.

This will vary depending on individual job roles and there will be some roles which can offer more flexibility than others. You are welcome to discuss what options might be available at interview.

In addition, we have family friendly policies and (role dependant) there could be flexibility around the hours that you work.

Annual leave holiday entitlement

We offer a generous annual leave entitlement which includes:

- 28 days a year depending on the job you do, plus bank holidays and an extra day at Christmas
- an additional 5 days after 5 years of continuous local government service
- family friendly leave including maternity, paternity, adoption and parental leave - you could get up to a year off and that we pay more than the statutory minimum

Pay

Our roles are graded on salary bands, and subject to good performance, employees have the opportunity to progress through the pay band.

Salaries are paid on 20th of each month for the whole of that month by credit transfer to your bank account. Where the 20th is a weekend or bank holiday the credit transfer will occur on the previous working day. Annual pay awards are determined under the national pay bargaining arrangements.

Cycle to work scheme

This offers you a cost-effective way to purchase new cycling equipment.

The scheme is run by a salary sacrifice, which means that you won't need to pay tax or national insurance on the cost of your new bike and accessories, saving you between 33.25% to 43.25% on the total cost.

This reduced cost is simply deducted from your pay over 12 to 18 months.

Visit **www.cycle2work.info** for more information.

Pension

The local government pension scheme is an excellent benefit.

At NFDC, we make it simple, and auto-enrol all our colleagues into the scheme.

Employees pay a percentage based on their salary (between 5.5% and 10.5%). Did you know that the council contribute 18.4% of your pensionable pay each month? This amounts to thousands of pounds annually!

As a member of the scheme, you contribute to the scheme funds which enables you to build up a Defined Benefit (DB) pension pot. That means the Scheme will give you an income at your normal pension age linked to inflation which is guaranteed for life.

The benefits of the scheme are:

- an annual pension on retirement, based on the pension you build up
- a choice of tax-free lump sum when you retire
- payable from your normal pension age (usually liked to State Pension Age)
- voluntary retirement from age 55, normally reduced as it's being paid earlier
- an ill health pension from any age (subject to qualifying service)

A death in service lump sum of 3 times your pensionable pay, and a spouse, civil partner or cohabiting partner's pension, and eligible children's pension in the event of death

There's also a 50/50 section of the LGPS as an alternative to opting out. It is intended to be a temporary measure to assist members who may be suffering from financial hardship but still want their pension to grow. It allows you to remain in the scheme but pay half your normal contributions and build up half the normal pension. As a member of the 50/50 section you benefit from full life assurance cover, full ill health retirement cover, full survivor's benefits in the event of your death.

As a member of the scheme, you contribute to the scheme funds which enables you to build up a Defined Benefit (DB) pension pot. That means the Scheme will give you an income at your normal pension age linked to inflation which is guaranteed for life.

We have partnered with AVC Wise to offer you Shared Cost AVCs which are additional voluntary contributions you can make to your pension.

Additional Voluntary Contributions (AVCs) are a tax-efficient way to save for retirement. They provide an opportunity to supplement your Local Government Pension Scheme (LGPS) and build up an additional retirement fund.

Employee discounts

You will have access to a variety of employee discounts including:

- national discounts from many high street retailers including supermarkets, stores, restaurants and many more
- discounted membership at Freedom Leisure’s New Forest centres

Unions

We are committed to actively supporting good employee relations and have in place collective arrangements for employee consultation and bargaining.

At present, we formally recognise 3 trade unions; UNITE, GMB and UNISON.

Employee voice

At New Forest District Council, our employees are at the heart of what we do. We know that when people feel included and are heard, they perform better and are happier at work. We therefore support several employee networks, conduct regular employee satisfaction surveys, and offer multiple ways to make a suggestion or ask a question at any time.

Employee networks

Employee forum

Our employee forum is the coordinating group, chaired by our chief executive. The forum includes representation from every network as well as wider staff groups and corporate support functions.

Wider employee networks

Our employee network groups include EDI (Equality, Diversity, and Inclusion), LGBT+, Early Careers, Women's Network, and a Social Group. These are all employee led, offering a safe place for open discussion and an opportunity to raise any suggestions or concerns, with our values and behaviours embedded within the way they work.

We encourage participation from people with different backgrounds and perspectives, representing different personal characteristics as well as departments, roles, and grades.

Our employee networks are an important way for people to connect. These all link directly to our chief executive through the employee forum, ensuring senior leadership are visible and well informed.

Employee involvement

We organise a full employee satisfaction survey every 2 years (latest survey completed in 2024). We also run smaller pulse surveys and focus groups when needed to gather ideas or feedback on specific topics.

Any employee can ask a question, make a suggestion, or raise a concern at any time by emailing our staff questions email address, submitting an online form, or using the staff suggestion box at each of our depots. All suggestions are considered by our senior leadership team at their monthly meetings.

Employee wellbeing

We are an inclusive and supportive work environment that enables everyone to do their job to the best of their ability.

We have an assistance programme including an employee portal and telephone line which offers free, instant access to financial, legal, and emotional support. This includes up to 6 counselling sessions a year.

We pride ourselves by ensuring the wellbeing of all our employees is paramount, we have a selection of tools available for our employees, these include having qualifies mental first aiders, our wellbeing champions. Offer of our employee support line, which is free and confidential to all of our employees.

Wellbeing walks, these are set up by one of our wellbeing champions and invites anyone to join for a lunch time walk around the forest, an opportunity to meet people you don't usually work with. We have an away space available, this is open to all employees and is currently being used for those returning from maternity leave to allow them to express milk, a space for anyone to use as prayer and also a space to reflect and have calm.

We will make workplace adjustments where necessary for health reasons.

Our culture

We continuously strive to help people do their best by valuing their contributions and listening to what they've got to say about the work they do and by providing a healthy work environment with positive management support and encouragement for all our 780 employees.

We have an inclusive culture, everyone is welcome and diversity is celebrated.

Our people strategy



Our people strategy provides the direction to guide the organisation in how we engage and invest in our people and create the conditions to enable change.

We're passionate about delivering its aims to address key challenges and to be an employer of choice. The people strategy includes 4 themes:

1) Strong roots: building and aligning our culture, wellbeing and policies.

2) Connect: giving opportunities to build and strengthen working relationships across the organisation and with our partners

3) Grow: building our opportunities to learn and develop.

4) Empower: opportunities to find our own solutions unlocking potential and maximising performance.

Behaviours commitment

Our behaviours commitment builds through the strong roots theme and throughout all that we do. It defines how we go about our work, ensuring fair and consistent treatment, brings out the best in us all, giving opportunities to celebrate and improve towards better outcomes for people and performance and our commitment to being an employer of choice. It also helps to ensure the way we work together is fit for local government reorganisation and beyond. We have tools and practices in place so that we can each develop towards the behaviours and recognise and celebrate our successes.

Our values

Our corporate values are collective known as 'LEAF'. They underpin the culture and behaviours we are aiming for to achieve our commitment to becoming an employer of choice.

Learning

We learn from what we and others do well and where we need to improve, we support staff development and organisational growth

Empathy

We show kindness, actively looking to understand people's different needs, and ensure our services are responsive.

Ambition

We are ambitious for our people and our place, embracing innovation and best practice.

Fairness

We act fairly, honestly, and openly in all we do.

Our behaviours commitment

Our values	How we work	Behaviours we aim for	Examples of what good looks like	Examples of what we don't expect to see
Learning	Positive	Engages positively in team meetings and other organisational and learning activities. Proactively shares own learning, experience and best practice with others. Looks for opportunities and creates time to reflect and learn, develop skills and knowledge, and keep up to date. Influences peers in a positive way.	• Responds positively to reasonable requests. • Shares learning from a course with wider team. • Uses initiative to research best practice and brings ideas. • Identifies own skills and knowledge gaps, and finds solutions to address them.	• Spreads negativity. • Overloads others with information or learning. • Doesn't apply learning to real work situations.
Empathy	Open and honest	Raises concerns. Tells the truth. Knows own strengths and weaknesses and asks for support or help when needed. Acknowledges and learns from mistakes. Gives constructive feedback to others. Sets realistic expectations for self and others.	• Tells a colleague or manager when something doesn't feel right. • Owns up to a mistake as soon as realised. • Gives a customer a clear timeline for replying to them and takes action accordingly.	• Hides information or mistakes. • Ignores issues/concerns. • Blames others. • Communicates unclear/ unrealistic expectations. • Does not meet agreed timelines.
Ambition	Adaptable	Is flexible and shifts priorities to meet the needs of the service. Communicates in a way that helps others understand. Recognises own and others emotional responses to situations and adapts as needed. Creates change and supports others through change. Takes well considered risks & opportunities. Acts upon feedback from others. Looks for solutions to problems.	• Uses 1:1s or appraisals to reflect on how work could be done differently. • Identifies a problem and talks to others about possible solutions before taking it to a manager. • Tries doing something differently. • Steps out of comfort zone.	• Ignores feedback. • Makes no effort to adapt communication style to others needs. • Consistently presents problems without solutions.
	Work together	Works effectively with others inside and outside the organisation. Makes connections and proactively seeks opportunities for joint working outside of team. Shares information with others to help them do their job. Helps others to resolve conflict & build trust. Understands other's experiences are different. Uses words of encouragement.	• Finds out what other's objectives are on a joint project and helps meet them together. • Involves colleagues or customers in opportunities to shape services. • Supports and encourages colleagues to discuss challenges.	• Ignores key stakeholders. • Avoids uncomfortable conversations. • Presents other people's ideas as own. • Doesn't work co-operatively with others.
	Take pride	Celebrates own and others success. Communicates the importance and purpose of own work. Takes responsibility for own actions. Consistently strives for high standard of work. Challenges existing ways of working. Role models our values and behaviours. Is an advocate for NFDC and own profession.	• Follows up with a customer to ensure they are kept informed. • Makes an effort to say thank you. • Tells others when someone has gone above and beyond.	• Speaks about the organisation in a negative way. • Does the bare minimum required. • Doesn't complete agreed actions or communicate changed outcome.
Fairness	Respectful	Acts with kindness first. Seeks to understand the impact of actions and behaviours on others. Listens to others to understand different viewpoints. Anticipates & recognises the needs of others. Challenges inappropriate, offensive or discriminative behaviour. Shows respect to all colleagues and communities no matter who they are.	• Stands up for a colleague who is subjected to unkindness. • Ensures everyone in a meeting can contribute. • Actively seeks and listens to professional expertise from other teams.	• Treats people unfairly. • Makes others feel unable to contribute. • Doesn't speak up about inappropriate or offensive comments. • Sends rude or critical e-mails.



Our corporate plan

Our corporate plan plays a principal role in the strategic framework for the council. It is the overarching document that sets out our vision, values, priorities and commitments.

The plan focuses on the challenges we face, and all that we can do as an organisation to address them.

The plan builds on the foundations already laid out, maintaining our commitment to financial sustainability and excellence in service delivery.

Our corporate plan for 2024-2028 is a comprehensive roadmap outlining the vision, values, and priorities for the next four years.

It reflects a commitment to serving residents, improving communities, and safeguarding the unique environment of the New Forest.

Under the leadership of Cllr Jill Cleary, and Chief Executive Kate Ryan, the council aims to address key challenges and seize opportunities while prioritising people, place, and prosperity.

Our vision

To secure a better future by supporting opportunities for the people and communities we serve, protecting our unique and special place, and securing a vibrant and prosperous New Forest.

Our priorities

People

The council is dedicated to supporting vulnerable residents, addressing financial hardships, and ensuring access to affordable housing. Community engagement, homelessness prevention, and improving housing quality are central to this priority.

Place

Recognising the significance of the district's natural environment, the council aims to balance growth with conservation efforts. Strategies include sustainable development, climate resilience, and enhancing community spaces.

Prosperity

The plan seeks to foster economic growth while ensuring inclusivity and sustainability. Initiatives include promoting the Solent Freeport, supporting local businesses, and championing skills development and employment opportunities.

Future New Forest

Our vision for change is investing in our people and services to meet customer needs, protecting our finances and embedding sustainability to preserve our unique place by transforming tomorrow, together



Personal development

A key foundation to our people strategy is building our 'strong roots'; our culture, and developing as a learning organisation.

We're committed to invest in our people to ensure we have the skills and experience to deliver for our communities, and that we are best placed for the future, as individuals and as an organisation.

We've moved from formal appraisals and separate 1:1's, to regular growth and goals conversations to aid continuous improvement, engagement and to ensure we are aligned to dynamic changing goals. These supportive and meaningful conversations can cover whatever is important at the time of the conversation, such as:

- health, wellbeing and personal resilience
- performance and results - reflecting back and focussing forwards
- behaviour commitments
- growth and development

In terms of growth and development, this could take a range of forms, such as seminars and training courses, eLearning, buddying, coaching, project work, apprenticeships, professional memberships, as well as access to a directory of excellent free development resources designed to help you thrive.

2024

Employee survey results

86%
feel they can discuss concerns with their manager

84%
say they have help and support within their teams

89%
have a good awareness of our values and behaviours

85%
have a positive relationship with their line manager

88%
have a strong sense that their work makes a difference

73%
believe NFDC delivers a good service to its residents and communities

81%
enjoy working for NFDC

77%
feel they have a good work and home balance

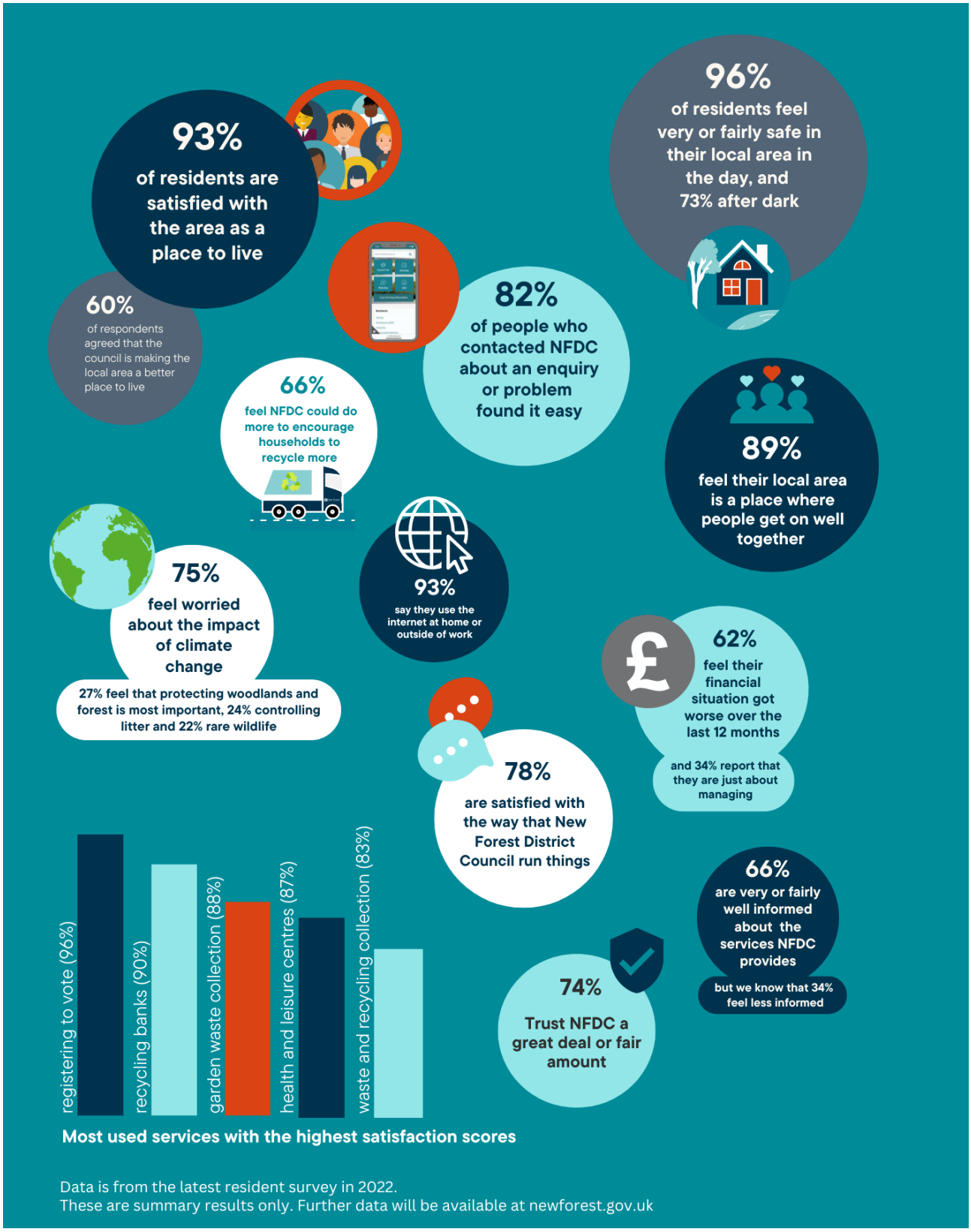
76%
would recommend NFDC as a workplace.
That's up 14 percentage points from last year's survey.

Employee response rate to this survey was up 16 percentage points from the last survey.

Most common words used by staff:

Inclusive, friendly, flexible, supportive, fair diverse, caring, welcoming.

Most recent resident insight survey results



Job Description

Job Title:	**Multi-Trade Operative**
Name:	
Department:	**Housing**
Service:	**Housing Maintenance**
Band:	**CG 5/6**
Current Base:	**MLD**
Post No:	**P02007**
Essential Car User:	**No**
Politically Restricted:	**No**

2. Main Purpose:

To undertake individually or in partnership with other trade operatives, multi-skilled building duties associated with building maintenance and refurbishment works.

3. Position Within Organisation:

Post Holder responsible to: Direct Operations Manager or (delegated Officer)
Indirect Housing Maintenance Supervisory team
Post Holder responsible for:* Nil Staff
Post Holder indirectly responsible for:* Nil Staff
Post Holder responsible for budgets: No

*** Numbers of those directly and indirectly managed/supervised**

4. Main Duties:

Post holders are expected to undertake a wide range of activities from within their own specific trade discipline as well as undertaking the associated/shadow duties from at least one secondary trade disciplines. This will enable them to complete a number of multi-skilled projects single-handedly (e.g. a carpenter fitting a kitchen should also be able to undertake basic plumbing, plastering and tiling works).

The typical duties associated with the post holder's primary trade discipline, as well as those associated with the secondary trade are listed below. All post holders are also expected to carry out the general duties which are also listed below.

Career Progression

1. Ability to undertake a wide range of activities in at least two primary trade disciplines as well as undertaking the associated/shadow duties from at least one secondary trade discipline.

Primary Trade

Plastering

a) To carry out various plastering and rendering works including undercoat plasterers, one coat or finish plasters and lime based plasters;

b) The postholder will be able to determine plastering solutions required and recommend working solutions on site;

c) Undertake dry-lining works through both mechanically fixing or by dot and dab techniques and to manufacturer's recommendations;

d) Undertake tape and jointing works suitable to receive an emulsion finish;

e) Undertake the fixing of partitions and wall systems as necessary. This may include the use of acoustic, fire or moisture resistant grade plasterboards;

f) Construct metal studwork as instructed;

g) Carry out full floor screeding or patch repairs as necessary;

h) Carry out external rendering works including smooth and rough cast render, pebble dash and Tyrolean cement spay finishes;

i) Carry out small brickwork and blockwork works to small areas such as closing up of openings to fireplaces, flues and vents;

Carpentry/Fencing

a) Undertake all 1st fix carpentry works and adhoc maintenance repairs including structural works to timber constructed roofs, floors and walls all in accordance with building regulations and codes of practice;

b) Undertake all 2nd fix carpentry works including flooring, decking, installation of kitchen units and worktops, doors and mouldings etc. all in accordance with building regulations and codes of practice;

c) Carry out locksmith works as required;

d) Undertake joinery works within the workshop including the fabrication and fixing of gates, canopies and doors etc.;

e) Undertake glazing works including measuring, ordering and installation of single and double glazed units;

f) Carry out basic painting and decorating works to new carpentry/joinery installed;

g) Carry out repairs, renewals and installation of various types of fencing including chain-link, palisade, close board and woven panels.

Classification: OFFICIAL

Bricklaying

a) To carry out various brick/block laying tasks including new walls, forming new openings and blocking up existing openings all in accordance with Building Regulations and codes of Practice;

b) The postholder will be able to determine appropriate construction methods and remedial solutions to overcome common building defects such as damp problems and structural problems within buildings;

c) Undertake all bricklaying remedial works including temporary support, installation of structural lintels, lead flashings, dpc's, bricklaying profiles and fixing sundries;

d) Set out, excavate and form concrete foundations and construct new external brick walls in accordance with codes of practice and Building Regulations;

e) Carry out full floor screeding works or patch repairs as necessary;

f) Lay concrete paths, concrete block paving, and tarmacadam surfacing including all formwork and falsework.

Roofing

a) Undertake pitched roofing tiling works and ad hoc repairs, including verge, hip and valley repairs;

b) Carry out all flat roofing works including bitumen Felt Roofing, Fibre Glass Roofs, and single ply roofing systems as per manufacturer's instruction including all flashings, and edgings;

c) Carry out guttering and rainwater repair works;

d) Undertake lead works including all flashing, penetrations and gutter works including chimneys and abutments;

e) Undertake corrugated sheet roofing works and ad hoc repairs all as per the manufacturer's instructions;

f) Carry out site specific risk assessments and to determine safe systems of work especially working at height.

g) Carry out the installation and maintenance of Velux style roof windows and polycarbonate roofing

Painting & Decorating/Tiling works

a) Carry out internal and external painting/decorating works to domestic, commercial and public buildings;

b) Undertake the removal of existing linings, preparation of existing surfaces and application of painting products in full accordance with manufacturers' recommendations. Work will include the application of masonry paints, primers, undercoats and finishing coats;

c) Carry out small areas of ceramic wall and floor tiling works including all edgings and finishes;

d) Carry out small areas of artex or similar textured finish coatings repairs to walls and ceilings;

Classification: OFFICIAL

e) Hang wallpaper as required.

Plumbing

a) Carry out fault diagnosis with plumbing/heating systems and provide recommendations for remedial work in accordance with Building Regulations, and Codes of Practice;

b) Undertake remedial repair works to plumbing, heating and drainage systems including the installation of pipework, radiators and heating controls/valves to domestic and commercial properties;

c) Undertake domestic plumbing works and repairs including the installation of new plumbing, heating, sanitary and drainage systems including associated works.

d) Carry out above ground drainage works including the installation and remedial works of Rainwater goods;

e) Carry out basic building related trade activities to assist with the smooth progression of a plumbing works. This will include the cutting out of worktops for installation of sinks, refixing of boxing in/ducting, removal and replacement of timber flooring, and the execution of small quantities of ceramic wall tiling, floor tiling and painting works;

f) Carry out all domestic plumbing/sundry work efficiently and ensure that all works are organized in an effective manner.

General

a) Work to contract specifications and work orders;

b) Maintain accurate written records of works undertaken as required including measuring works completed and submitting paperwork on a weekly basis;

c) Ensure that any additional work undertaken over and above specification is recorded and claimed;

d) Carry out competent risk assessments prior to execution of work and adhering to risk assessments and method statements implemented by others;

e) Carry out all works with minimum disruption and ensure the premise is left clean and tidy;

f) Maintain a high standard of Customer Care in accordance with NFDC policy;

g) Participate with other trades in the general operations of the Housing Maintenance Service, including working outside normal working hours as required;

h) Order and control materials and plant in accordance with the Councils procurement strategy;

i) Assist in the achievement of project completion dates;

j) Ensure that safe and planned systems of work are used and current appropriate Codes of Practice and Health and Safety Regulations are followed;

k) Ensure the safety of the public and workforce.

Secondary Trade

Classification: OFFICIAL

In addition to the primary trade disciplines all multi-trade post holders are expected to undertake the full range of duties (listed below) associated with at least one **other** (i.e. secondary) trade discipline.

Carpentry

a) Undertake a range of 2nd fix carpentry works including hanging doors, laying flooring (e.g. wood, laminates), fitting architrave, skirting and window sills, fitting windows/glazing, and boxing/ducting (e.g. pipes);

b) Undertake boarding up as required;

c) Build tank stands and timber support work;

d) Cut kitchen worktops to enable sinks to be fitted;

e) Carry out repairs and erect new fencing all in accordance with relevant codes of practice;

f) Undertake glazing works including measuring, ordering and installation of single and double glazed units.

Bricklaying

a) Carry out re-pointing works to external brickwork;

b) Undertake remedial brickwork repairs;

c) Lay concrete paths and small areas of block paving/slabs.

Plumbing

a) Unblock drains and waste disposal systems;

b) Undertake repair works to taps and waste systems;

c) Carry out basic domestic plumbing adaptations including plumbing in new sinks;

d) Removal of existing radiators, adaption of service pipework and installation of new radiators.

Plastering

a) Undertake tacking and dry-lining works;

b) Carry out patch plastering and rendering (up to 2m2);

c) Carry out ceramic wall and floor tiling works;

d) Undertake small areas of artex repairs.

Groundworks

a) Undertake groundwork tasks such as new foul and surface water drainage runs, and the construction of new soakaways;

Classification: OFFICIAL

b) Lay concrete paths, concrete block paving, and tarmacadam surfacing including all formwork and falsework;

c) Carry out the erection of signs, notice boards and barriers;

d) Undertake land drainage, drain laying, trench shuttering, manhole construction and repair, kerbing, reinforced concreting, fencing, slab / block laying and sewer clearance;

e) Repair and maintain hard landscaping (paving, block laying, adjustment of covers and frames).

Use and champion our values and behaviours in your everyday work.

All employees are required to support the Councils safeguarding policy and undergo any associated training to ensure its functions are delivered having regard to the need to safeguard and promote the welfare of children, young people and adults are risk.

5. Skills, Knowledge & Experience:

Essential:

The post holder should possess an NVQ Level 2 in their primary trade discipline (or have served a City and Guilds apprenticeship) plus substantial experience. In addition, they should be able to demonstrate their competence in the range of routine duties associated with a secondary trade.

- Clean car-driving license;
- Basic asbestos awareness training

Roofing

- Working at Height and safe use of ladders training

Painting & Decorating

- Working at Height and safe use of ladders training

Groundworks

- Cable avoidance tool training

Plumbing

- Hot works training

The above are essential criteria for the role and must be in place by commencement of employment.

Desirable:

Other desirable skills/experience include: -

General

- Registration with the Construction Skills Certification Scheme;
- COSHH Assessment training

Painting

- Wallpaper hanging.

Plastering

- Working at Height and safe use of ladders training

Carpentry

- Working at Height and safe use of ladders training;
- Basic training in the use of woodworking workshop equipment

Bricklaying

- Possess current certificate in regard to the Abrasive Wheels Regulations 1970;
- Cable avoidance tool training;
- Working at Height and safe use of ladders training

Groundworks

- Operator Units of competence within the New Roads and Street Works Act 1991 operators licence;
- Possess current certificate in regard to the Abrasive Wheels Regulations 1970

Plumbing

- Abrasive wheels.

Career Progression

1. NVQ Level 2 in their primary trade discipline (or have served a City and Guilds apprenticeship) plus extensive experience;
2. Demonstrate their competence and have substantial experience in a secondary primary trade discipline;
3. Demonstrate their competence in a range of routine duties associated with a secondary trade discipline.

6. Problem Solving:

The post holder will be expected to undertake assessments of the work required to be undertaken, organize the relevant plant and materials, and execute the works with minimal input from the Supervisor/Manager.

Working at heights will be commonplace and the post holder will therefore be responsible for producing method statements and risk assessments prior to commencing works. Problems will require routine solutions.

Career Progression

The postholder will be expected to resolve problems as they occur on site relating to implementation and will use their technical experience to specify the correct solutions relating to their specific trade discipline, ensuring that the right approach is adopted for each specific project. They will also have to apply their initiative whilst continuing to work within the relevant codes of practice.

Classification: OFFICIAL

The post holder will be expected to use their technical experience to assess, solve and specify solutions to complex building maintenance dilemmas beyond the field of their specific trade disciplines in delivering multi-trade maintenance operations single handed.

7. Decision Making:

The post holder will work within well-established practices and precedents and decisions they make will therefore relate to the projects being undertaken by the post holder and other trade disciplines working on the project. These decisions will therefore affect the post holder's own role as well as their colleagues on the project.

The post holder will be responsible for making decisions as to whether minor additional works should be carried out whilst on site to ensure service efficiencies are maximized. Direction will be available from the Supervisor/Manager should more costly (over £100) unexpected and/or unforeseen problems

The post holder has the freedom to act on behalf of the organisation with regard to their specific trade discipline outside normal working hours.

Career Progression

Post holders will use their technical expertise to identify the most economical repair solutions to a problem relating to day to day decisions with limited input from the Supervisor/Manager. This will require them to be guided by established practices and precedents but also to consider the best approach to meet the desired outcome. Decisions they make will affect their own role, other trade disciplines and the general public.

8. Operational Responsibility:

The post holder is responsible for the use of a Council Vehicle and the control of an impressed stock of materials and tools, average value £1000.00.

The post holder is responsible for ensuring the quality of their work is to a high standard.

The post holder has a duty of care and responsibility for the use of plant and scaffolding and to ensure that whilst in their care the machinery is not used by unauthorised persons.

9. Communication:

The post holder has direct contact with tenants, members of the public, suppliers, sub-contractors and other Council employees.

Internal	30%
External	70%

The post holder will generally communicate with colleagues and tenants on routine matters and is expected to be able to interpret instructions and requirements and to be able to communicate this clearly to colleagues. In addition to this the post holder will give advice to colleagues and to tenants on issues pertaining to their specific trade discipline.

On a day to day basis the post holder will visit Council tenants and treat as confidential all information not directly relevant to any works, particularly with regard to access to keys and door entry security codes.

Classification: OFFICIAL

10. Working Conditions:

Physical effort is required to lift/use hand tools, equipment and materials, some of which may be considered heavy.

Role requires lone working in the main and occasional working at heights.

Concentration is required when working with plant and erecting scaffolding.

Working in confined and noisy spaces can occur quite frequently with dust from brick and cement products.

Multi site – internal and external - all weathers.

11. Special Features:

The post holder will be required to be on call/standby out of hours and to act in the name of the council in the event of emergencies.

The requirement to be in telephone contact with Head Office.

The post holder is required to provide a range of tools suitable to carry out their main duties.

The post holder will be required to drive a Council fleet vehicle. All drivers, regardless of license entitlement, are responsible for ensuring that they are fit to drive and that there are no changes to their health or medical condition that may affect their ability to drive.

12. Signatures:

Job Holder: …… Manager: ……..

Date: …… Date: ……..