



## Job Description and Person Specification

<b>Job Title</b>	<b>APPRENTICE JOINER LEVEL 2</b>
<b>Job Grade</b>	<b>Age-related NMW (Increasing at 24 months)/NLW aged 23+</b>
<b>Reports to</b>	<b>DEPARTMENT SERVICE MANAGER/ APPRENTICE ADVISOR</b>
<b>Direct Reports</b>	RSM/VPM/APPRENTICE ADVISOR
<b>Other Resources</b>	Tablet, Uniform, Personal Protective Equipment (PPE)
<b>Notes</b>	This job description is to cover 0-24 months of the Level 2 apprenticeship only, there is another job description detailing Level 3. Progression to level 3/full employment may be available upon completion of this apprenticeship.
<b>Role Purpose</b>	<p>To complete a Joinery trade apprenticeship in a specified timeframe and gain on the job knowledge and experience.</p> <p>To develop and apply characteristics of the NCC agreed behaviours and values in all activities.</p> <p>To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services</p> <p>Minimum training period expected is 24 months. Not Including: End point assessment period. This may reduce if an apprentice has gained previous relevant knowledge and skills, which is recognised as accredited Prior Learning.</p>
<b>Key Accountabilities</b>	<p>To be committed to attend college for off-site training to obtain the Carpentry And Joinery Level 2 Intermediate Apprenticeship.</p> <p>To complete and pass the End point Assessment to complete the apprenticeship and to be considered for a Level 3 joinery apprenticeship.</p> <p>To accurately complete all required documentation and coursework on a regular basis, and to specified deadlines.</p> <p>To undertake on-site training alongside and under the supervision of a qualified Joiner in all aspects of joinery work, including</p> <ul style="list-style-type: none"><li>• Installation or repair of roof structures, floors, partitions, doors, windows, and stairs and second fix work such as door frames and skirting.</li><li>• Repair and total improvement work with flooring, fencing and shuttering.</li><li>• Installation of building components including door and window frames, door and hatch linings, floor joists and coverings, straight partitions, straight staircases, mouldings, ironmongery, service encasements, wall and floor units and fitments,</li></ul>

	<p>cladding and other staircase components</p> <ul style="list-style-type: none"> <li>• Erection of inclined roofs with gables, joists, roof coverings and roof components.</li> <li>• Use and maintenance of hand tools, power tools and associated equipment.</li> <li>• Maintaining and keeping clean any allocated transport and equipment- if provided.</li> <li>• Attending monthly meetings as directed by the Apprentice Advisor to establish progress made against apprenticeship standards and evaluate training needs.</li> <li>• Working with any associated technology including a PDA, telephone or other to ensure provide accurate and timely information, data, and communication.</li> </ul> <p>You will also:</p> <ul style="list-style-type: none"> <li>• Work to NCC behaviours in all aspects of the role and with all stakeholders.</li> <li>• Promote apprenticeships via giving talks, demonstrations, and workshops to our partners, local schools, colleges, and internal programmes such as Women in construction, Apprentice Diversity Champions Network, East Midlands Apprentice Ambassador Network and other Apprentice groups as required.</li> <li>• Promote and encourage tenants and leaseholders to be involved to influence and develop services in their local community through tenant involvement /academy.</li> </ul> <p>This is not a complete statement of all duties and responsibilities of this post. The post holders may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.</p>
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Created: May 2023

Signed and agreed by the post holder:

Date:

## PERSON SPECIFICATION – APPRENTICE JOINER

Requirements	Essential – E Desirable - D
<b>Experience and knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a team.</li> <li>• Experience of taking responsibility for self / others.</li> <li>• Experience of working on own initiative</li> <li>• Experience of identifying creative ways to solve problems</li> <li>• Basic understanding of Health and Safety legislation</li> </ul>	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>
<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills - to listen and respond to instructions and questions clearly and logically</li> <li>• To understand and interpret instructions correctly</li> <li>• To be able to write coursework and assignments to the required standard</li> </ul>	<p>E</p> <p>E</p> <p>E</p>
<p><b>CUSTOMER FOCUS</b></p> <ul style="list-style-type: none"> <li>• Is customer focused and show a desire to deliver excellent customer service</li> </ul>	<p>E</p>
<b>Skills &amp; Abilities</b>	
<ul style="list-style-type: none"> <li>• To be able to understand measurements and carry out calculations including formulae</li> <li>• To be able to travel to work on time anywhere in the city of Nottingham.</li> <li>• To be able to have an understanding of commonly used IT packages</li> <li>• To demonstrate capacity to:</li> <li>• To demonstrate capacity to organise self/materials/tasks, use own initiative, Prioritise workload, Work to deadlines</li> <li>• Able to work to a high level of accuracy</li> <li>• Able to demonstrate awareness of safety issues</li> </ul>	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>D</p> <p>D</p>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 2 Maths and English or GCSE Grade A-C / 8- 5 or the ability to work towards them.</li> <li>• To show commitment to passing a driving test during the last year of apprenticeship.</li> </ul>	<p>E</p> <p>E</p>
<b>Behaviours</b>	
<ul style="list-style-type: none"> <li>• To show commitment towards continual personal development.</li> <li>• To show good timekeeping and attendance</li> <li>• To uphold the Nottingham City Council Housing Services Mission, Vision &amp; Values and Equal Opportunities Policy.</li> </ul>	<p>E</p> <p>E</p> <p>E</p>

Author: Lisa Porter, Apprentice Advisor

Date: May 2023