

Job vacancy – Roofer, Property and Assets, Repairs and Maintenance – REF: TGHC548

The Gateshead Housing Company does not accept CVs.

- **Job title:** Roofer
- **Service area:** Property and Assets, Repairs and Maintenance
- **Job ref:** TGHC548
- **Grade:** Grade SCP 25 – 27 (£22,658 - £24,174)
- Full time – Temporary until 15/03/2019
- **Applicable to:** External vacancy
- **Closing date:** Midnight on Friday, 25th May 2018

An opportunity has arisen in the Repairs and Maintenance Team for the role of Roofer

The Gateshead Housing Company currently manages approx. 20,000 properties on behalf of Gateshead Council. The team is responsible for the responsive repairs covering day to day repairs to both occupied and void properties, emergency call out where applicable and improvement and maintenance.

The role of the Roofer will be to carry out roofing repairs and maintenance, across the geographical borough of the Gateshead Council area.

The service is looking for someone with a wide experience in the repairs and maintenance sector, able to diagnose and rectify problems where possible at the first visit.

The successful applicant will need to have relevant experience in the construction industry, and in particular in the repairs and maintenance sector, and will hold as a minimum, NVQ level 2, or a City and Guilds craft certificate in relevant trade.

For an informal discussion about the role please email Andrew Hall

andrewhall@gatesheadhousing.co.uk , Call Out & Planned Works Manager , or call ext. 7599.

You should consider the **job profile** when applying, giving examples of how you meet the criteria.

What to do next?

- Read the **job profile** of this role.
 - Consider the essential and disable criteria for this role.
 - Ensure you meet **all** the **essential criteria** before applying.
 - **Complete our online **application** ensuring you provide evidence within the body of your application that you meet the essential criteria, giving examples where appropriate.**
 - Applicants who do not evidence that they meet the essential criteria will not be shortlisted for the next stage of the recruitment process.
 - Complete the online **confidential** form
 - If you prefer you can download a printable **application** and **confidential** forms. You must complete **both** forms for your application to be considered.
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- **Assessments will be by application, online assessment and interview for this vacancy.**

Note: The online **application** and **confidential** forms are on our external website, in order to enable employees to complete the online forms away from work if they wish.

Applications are to be returned by email or post no later than midnight on Friday, 25th May 2018

hr@gatesheadhousing.co.uk

or

Human Resources Team
The Gateshead Housing Company
Civic Centre
Regent Street
Gateshead
NE8 1JN

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If you need any further advice email the **Human Resources Team** or call ext 5333.

Why you will love working for us

We know that we can't achieve our vision without the right team of people.

We expect our employees to work in partnership with colleagues, and to apply their skills effectively with commitment and enthusiasm. In return we do our best to make sure they are happy in their work by listening to their ideas and making them feel welcome.

Because we work in partnership with Gateshead Council, we can offer you all the benefits of working for a large organisation as well as the intimacy of working for a small, independent team.

You will be able to take advantage of:

- Our Local Government Pension Scheme
- Occupational health
- Appropriate training courses
- A **work life balance** policy
- Flexitime scheme
- Generous annual leave entitlement.

The Gateshead Housing Company is an equal opportunities employer and welcomes applications from candidates of any age, disability, marital status, race or sex.

The Gateshead Housing Company has achieved the Positive about Disabled People symbol and Investors In People (IIP).

Job profile – Roofer

Grade SCP 25 - 27

- **Location:** Shearlegs Road, or site based
- **Service:** Property and Assets,
- **Line Manager:** Line Supervisor
- **Car user status:** Not Applicable

Job purpose

To undertake roofing work covering repairs, refurbishment and upgrades to a range of housing and other Council properties

The key roles of this post will include:

1. To work individually or as part of a team undertake high quality roofing repairs to housing properties.

2. To undertake refurbishment works in association with other trades.
3. To liaise with customers and sub-contractors to provide a responsive service to our customers.
4. Ensure implementation and compliance with Health & Safety policies and procedures
5. To undertake a continual program of Risk Assessment in relation to your role
6. Utilise both electronic and paper based systems to accurately record use of labour and materials against each job.
7. Travel efficiently and effectively between various works locations within the borough of Gateshead meet the operational requirements of the Service.
8. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
9. Continue professional development and undertake any additional corporate or trade training as required.
10. The post holder may be required to perform duties, appropriate to the post, other than those given in the job specification.

Criteria

Essential

Experience

- Time served tradesperson (Roofer)
- Experience in repairs and maintenance
- Working knowledge of Health and Safety procedures, asbestos, work at height and manual handling.

Knowledge

- To be able to demonstrate an understanding of what equality and diversity means in the workplace
- Knowledge of the construction Industry
- Working knowledge of health and safety requirements

Qualifications:

- NVQ level 2 or equivalent recognised City and Guilds craft certificate (Roofing)
- Full UK driving licence

Desirable:

- CSCS card holder

Competency definitions

Relevant competency

Communicating Orally

Speaks confidently and fluently. Talks at a suitable pace and level. Holds others' attention when speaking.

Problem Solving

Identifies potential difficulties and their causes. Generates workable solutions and makes rational judgements.

Fact Finding

Knows where to find relevant information. Checks facts and data. Retrieves and absorbs information quickly.

Specialist Knowledge

Has background knowledge and a thorough grasp of products and services. Has expertise in own area

Reliability

Is reliable; follows directions from supervisors and respects policies and procedures. Shows commitment to the organisation and task completion.

Quality Orientation

Provides a quality service. Maintains high professional standards and gets work right first time.

Customer Focus

Puts the customer first and is eager to please them. Works hard to meet customer needs and looks after their interests.

Resilient

Remains calm and self-controlled under pressure. Reacts well to change and stays positive despite setbacks. Keeps difficulties in perspective.