

# Job vacancy – Advanced Apprenticeship in Joinery, Property and Asset – REF: TGHC586

- **Job title:** Joinery Apprentice (Advanced)
- **Service area:** Property and Asset
- **Job ref:** TGHC586
- **Salary:** £16112.20 37 hours per week. 12 month contract
- **Applicable to:** External vacancy
- **Closing date:** Midnight on Sunday, 11<sup>th</sup> November 2018

An opportunity has arisen in the Construction Team for the role of Apprentice Joiner (Advanced).

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.

You will be required to undertake, all types of Joinery works both internally and externally to Council properties and other buildings across the borough of Gateshead, ensuring a high standard of work is achieved. A Key element of the role will include attending all identified training activities at work and at college.

The service is looking for someone with a Level 2 Apprenticeship in joinery, who would like the opportunity to advance to Level 3 and is able to work using their own initiative (whilst under supervision) and as part of a team in a wide ranging work environment.

The successful applicant will need to have a knowledge of the construction industry and will hold as a minimum, NVQ Diploma level 2, or a City and Guilds craft certificate in Joinery together with English and Maths GCSE (A\*-C).

For further information about the role please email [apprenticeships@gatesheadhousing.co.uk](mailto:apprenticeships@gatesheadhousing.co.uk), or call 0191 433 5299.

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.
- Complete our online application and confidential forms or download printable **application** and **confidential forms**. You must complete **both** forms for your application to be considered.
- **Assessments will be by application, ability tests and interview for this vacancy.**

Note: The online **application** and **confidential** forms are on our external website.

**Applications are to be returned by email or post no later than midnight on** Midnight on Sunday, 11<sup>th</sup> November 2018 to: **[hr@gatesheadhousing.co.uk](mailto:hr@gatesheadhousing.co.uk)**

or

Employee Support Services (Apprentice Recruitment)  
The Gateshead Housing Company  
Civic Centre  
Regent Street  
Gateshead  
NE8 1JN

The Gateshead Housing Company does not accept CVs.

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
- 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.

# Job profile – Advanced Apprenticeship in Joinery

Salary £16112.20

- **Location:** Various
- **Service:** Property and Asset
- **Line Manager:** As allocated
- **Car user status:** N/A

## Job purpose

To undertake joinery work covering repairs, refurbishment and upgrades to a range of housing and other Council properties whilst working towards Level 3 Apprenticeship in Joinery.

The key roles of this post will include:

1. Working alongside colleagues and a willingness to learn
2. Attending all identified training activities at work and at college.
3. Complete and pass the required qualification.
4. Carry out tasks at Height – using Elevated Platforms, Ladders and Scaffold and Confined Spaces (with appropriate Training)
5. Communication with managers/supervisors/Organisational Development Officer, taking responsibility for addressing any issues, concerns or difficulties as soon as they arise.
6. Complying with The Gateshead Housing Company Health and Safety policy including but not limited to; working at height, use of personal protective equipment, manual handling and lifting, COSHH and fire prevention.
7. It is expected that all apprentices, by the end of their apprenticeship will have obtained a full Category B Driving Licence at their own expense or have access to mobility support.
8. Such other responsibilities allocated which are appropriate to the grade of the post.
9. To demonstrate a positive, diverse and inclusive attitude to both internal and external customers and colleagues
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

- Level 2 in Joinery (or equivalent).
- Experience in Joinery work
- Working knowledge of Health and Safety procedures and regulations
- Commitment to working with a diverse range of customers
- Commitment to work at height, on scaffold and in confined spaces

### Knowledge

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

### Qualifications:

- NVQ level 2 or equivalent recognised City and Guilds craft certificate
- Valid driving license or commitment to acquire during Apprenticeship
- Willingness to undertake any additional corporate or trade training as required

## Desirable

### Knowledge

- Working with a diverse range of customers

# 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.

## **Criteria**

### **Essential**

#### **Qualifications:**

- GCSEs Grade A\* to C (or equivalent) in English and Mathematics
- Level 2 Apprenticeship in Joinery (or equivalent)

**Desirable**

Knowledge:

- Of the construction industry, particularly Joinery

# Competency definitions

**Organisation**

Organises own time effectively and creates own work schedules. Prioritises and prepares in advance. Sets realistic time-scales.

**Using initiative**

Takes responsibility for own actions.

**Customer Focus**

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

**Team Working**

Fits in with the team. Develops effective and supportive relationships with colleagues. Is considerate towards them and creates a sense of team spirit.

**Communicating Orally**

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

**Communicating in writing**

Writes fluently, clearly and concisely. Adapts own written communication style to suit others.