

Northumberland County Council

JOB DESCRIPTION

Post Title: Environmental and Horticulture Apprenticeship		Director/Service: Local Services - Neighbourhood Services		Office Use
Band: National Apprenticeship Wage		Location: Stakefor, Local Services		JE ref: 3719 HRMS ref:
Responsible to: Team Leader/Senior Team Leader		Date: June 2022	Lead & Man Induction:	
Job Purpose: Contribute to the provision of an efficient and effective street cleansing, public convenience and grounds maintenance service.				
Job Context:				
Resources	None.			
Staff				
Finance	None.			
Physical	Shared responsibility for the careful use of vehicles and allocated tools and equipment.			
Clients	Duties have an indirect impact upon the health and safety of the community.			
<p>Duties and key result areas: Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. You will complete apprenticeship training to enable you to develop into the below responsibilities:</p> <ol style="list-style-type: none"> 1. To attend all apprenticeship training and successfully complete End Point Assessment 2. Provide an efficient and effective street cleansing, public convenience and grounds-maintenance service to pre-determined standards and in accordance with predetermined schedules. 3. Liaise with service users and members of the public in a courteous and respectful manner. 4. Support the team to complete work within the time, quality and specified service standards. 5. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment. 6. Ensure that machinery, equipment and tools that are used are operated in accordance with manufacturers guidelines and any faults are reported 7. Work collaboratively with team colleagues to ensure that work plans are achieved and quality standards are maintained. 8. Complete all aspects of training relating to the apprenticeship standard <p>The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				
Work Arrangements				
Physical requirements:	Standing, sitting or walking long distances on a daily basis including extensive lifting, pulling and pushing. Need to remain alert for traffic and other potential hazards.			
Transport requirements:	Occasional need to attend training and development courses, meetings or other work sites within area.			
Working patterns:	Normal working week, Monday to Friday, with occasional evening work.			
Working conditions:	Working outdoors in all weathers and traffic conditions.			

PERSON SPECIFICATION

POST: Environmental and Horticulture Apprenticeship		SERVICE: Various Services throughout the Council	Ref: 3719
Essential		Desirable	Assess by
Qualifications and Knowledge			
<ul style="list-style-type: none"> Grade 4 (c) GCSE Maths & English (or equivalent; Level 2 Functional Skills) An appreciation and interest in the need for the service. A good general education demonstrating numeracy and literacy. An initial assessment many be carried out <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>		Applicants without Level 2 English and maths will need to achieve this level prior to taking their end point assessment.	(a), (i)
Experience			
<ul style="list-style-type: none"> Previous experience is not an essential requirement. An interest of the role of a Grounds maintenance, Public Convenience maintenance or Street Cleansing.Operative. 			(a), (i)
Skills and competencies			
<ul style="list-style-type: none"> Good organisational skills to meet the demands of the role whilst engaging in apprenticeship training. Able to understand and follow straightforward spoken and written instructions. Able to keep basic work records. Strength, dexterity and co-ordination to deal with plant and operate equipment. 			(a), (i)
Physical, mental and emotional demands			
<ul style="list-style-type: none"> Able to cope with the regular high level of physical demand. Able to maintain general awareness for safe working conditions with some periods of concentration. Regular contact with service users and the public which results in limited emotional demands. Ability to work outdoors in all weather conditions. 			(a), (i)
Motivation			
<ul style="list-style-type: none"> Reliable and keeps good time. Demonstrates a real interest in obtaining a trade qualification. Demonstrates integrity and upholds values and principles. 		<ul style="list-style-type: none"> A willingness to undertake job related training. 	(a), (i)

<ul style="list-style-type: none"> • Promotes equal opportunities and diversity in all aspects of work. • Appropriately follows instructions to achieve set objectives. • Works collaboratively to achieve team spirit. • Adapts to change by adopting a flexible and cooperative attitude. 		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits