

Job Description

	For HR use only	Vacancy Ref No: 0721
Directorate	Property Services	
Service and Team	Property and Construction	
Post Title	Electrical Apprentice – Advanced – Level 3 Fixed term 48 months – 37 Hours Per Week	
Grade	Apprentice	
Reports to	Service Manager Property & Construction Services	
Responsible for (employees / equivalent)	Not applicable	
Job Purpose		
<p>As an apprentice you will develop skills, knowledge, and experience in all aspects of electrical installation, repair, and maintenance. This will be via on-the-job training and formal training sessions to gain knowledge and understanding to ensure that you attain the required skills, knowledge, and experience to become a fully qualified electrician.</p> <p>Working within Housing & Property Services at of North Tyneside Council you will work across all areas of this service, providing support to both our tenants and residents.</p> <p>You will work as part of an operational team assisting in the direct delivery of electrical services across the borough.</p> <p>You will attend regular meetings with your work supervisor, have your work observed and attend formal training on a day release basis at the Construction Training Department of Gateshead College (Team Valley) or alternative suitable training provider.</p>		
Job Content		
<ul style="list-style-type: none"> • Conduct maintenance repairs and installation of electrical systems. • Carry out installation of new and refurbished electrical systems, using a full range of installation materials and techniques. • Perform routine checking and testing of all types of electrical systems, including the location and repair or faults. • Carry out periodic inspection and testing and completing of the necessary test certification in accordance with IEE wiring regulations. • Complete other electrical certification where required all under the supervision of Site Supervisor/Manager or Project Manager • Carry out and complete all works to high quality and in a competent manner. • Complete appropriate health and safety paperwork • Produce cable schedules, draft schematic drawings. • Complete time sheets and any other documentation required. 		

- Work in accordance with set policies and procedures
- Attend staff meetings and training, including work towards the academic elements of the role, as required.
- Other duties as appropriate in line with the grade of the post.

Climate Change Values and Behaviours

We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles and increasing our recycling.

We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.

Equality, Diversity and Inclusion Values and Behaviours

We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	Required to work across borough in a variety of settings and locations.
Working Requirements and Arrangements	
Physical Requirements e.g. driving, lifting, and handling	
DBS and Safeguarding Checks required	None
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	Not applicable
Politically Restricted	No

Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	Electrical installation (gained through achieving a Level 1 qualification)		Application Certificate
Qualifications and Training including Professional Registrations	<ul style="list-style-type: none"> • Good IT skills (use of email and word) • Good level of literacy and numeracy • Ability to work in a flexible and responsive way. • Ability to work as part of a team. • Good communication skills • GCSE's including Maths, Science and English at minimum of GCSE Grade 4/C (or equivalent) • A commitment to work towards the academic requirements of the role. 		Application, interview, and certificates (to confirm qualifications)
Skills & Experience	<ul style="list-style-type: none"> • Great punctuality and ability to manage time well. • Friendly, helpful, and keen to offer good service to customers. • Motivated and willing to learn. • Willingness to learn to use a range of software and to keep skills current and up to date. • Interested in working in local government. • Able to meet the travel requirements of post. • Resilient and tolerant as role will involve at times being within the homes and environments of those 		Application and interview

	individuals and families who are vulnerable in our community		
Our Values	<ul style="list-style-type: none"> • • • • 	We Listen We Care We Are Ambitious We Are Good Value for Money	
Special requirements			
Factor	Essential	Assessment method	
Occupational Requirements under the Equality Act 2010	None		
Factor	Desirable	Assessment method	
	A willingness to learn to drive as this will be required once the apprenticeship is complete		

Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT, and insurance documentation.