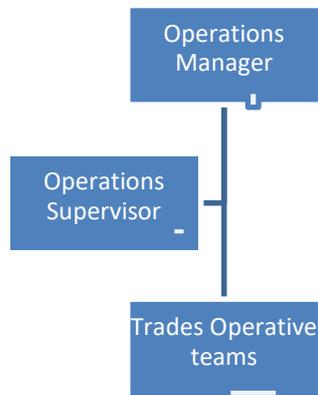


JOB DESCRIPTION

Job Title:	Apprentice Joiner
Department:	Hillcrest Maintenance
Grade:	HM39 – X, Scalepoints 02A-02F
Responsible to:	Operations Supervisor



Role Purpose:

To assist the maintenance team to provide a reliable and efficient joinery service ensuring compliance with relevant Health and Safety guidelines and internal processes and procedures. This includes all Joinery maintenance works ranging from repairing a single element to the total refurbishment of a property internally or externally.

Main Duties and Responsibilities:

- To attend and complete all relevant training, coursework and certifications as required in order to successfully complete apprenticeship;
- To assist the maintenance team to carry out internal and external joinery work, maintenance and refurbishment works in void and occupied properties, in accordance with specifications, set operational targets and procedures;

- Ensure accurate daily works administration tasks are completed using our mobile working systems or alternative method where required. This includes submitting times sheets and responding to emails;
- Support trades operatives to ensure tools and equipment are maintained in good condition and stocks are replenished as required in line with internal processes;
- On occasions providing assistance with additional trades, for example, basic painting or tiling;
- Contribute, as appropriate, to special projects and change programmes in support of Maintenance and Hillcrest's objectives.

Customer and Partnership Working:

- Internal: Expected to work effectively with internal teams, for example, Housing Department, Asset Management, Customer Services, Contract Services in order to deliver works in an effective and efficient manner;
- External: Expected to work effectively with external stakeholders, for example, tenants and external contractors in order to ensure the effective coordination and completion of works.

Professional Standards:

- To develop a good level of working knowledge of our policies and procedures, regulatory standards and legal requirements in relation to the service;
- To attend training as required to effectively carry out the role;
- To attend meetings out of hours (where applicable) as required, and carry out any other reasonable duties as required by the organisation.

(Trades Staff)

CONDITIONS OF SERVICE

Hours: Hours are **39 hours per week**. Where additional hours are worked, overtime will be paid (must exceed full time hours). Employees are required to be part of the out-of-hours on-call rota.

Contract: **This is a Temporary post for a period of 4 years**. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4 and 6 months.

Place of Work: The Hillcrest Maintenance office is in Tom Johnstone Road, Dundee although staff may be required to work in other geographical areas.

Tracker Data: Tracker data is collected from software fitted within the vehicle's engine management system by the RAC. The RAC collect this data on behalf of Hillcrest. This information can be viewed in real time or viewed on a historical basis e.g. weekly exception reports.

It is used for a variety of purposes:

- ✓ As evidence that the vehicles are business use only for tax and, or auditing purposes
- ✓ For the safety of drivers, particularly when lone working, but also as protection against false claims
- ✓ To track a valuable asset for security purposes
- ✓ For fuel efficiencies as harsh braking and, or acceleration, poor route selection, unnecessary engine idling etc. lead to lower fuel efficiency and higher business costs
- ✓ Work planning, for example knowing which vehicles and, or employees are closest for job assignment and emergency repairs
- ✓ Ensuring staff compliance with working times

Scale Point and Salary: This post is Scale Point HM39 – X, Scalepoints 02A-02F. Salaries are paid monthly, directly into a bank account of your choice on the around 25th of each month. The salary for the post of Apprentice Joiner is **£8 per hour (first year rate)**.

Pension Scheme:	Hillcrest Maintenance offers a pension under the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme. Further details of the scheme are available from the payroll team.
Health Plan:	Employees are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.
Death in Service:	All employees are automatically included in a Death in Service Scheme, payment is 3 times an employee's annual salary.
Annual Leave:	Leave year runs from 1st January - 31st December. Annual Leave entitlement is 234 hours per annum (6 weeks), rising to 249.6 hours (6.4 weeks) over a 5 year period. Public holidays have been included in this annual leave entitlement. You are required to retain 39 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year. Annual leave is calculated on a pro rata basis for part time staff.
Clothing:	Clothing bearing the company logo will be provided and will require to be worn at all times accompanied by an ID Badge.
General:	Hillcrest Maintenance have their own system in place for negotiating annual pay increases. Salary rates are aligned to the industry sector trade bodies, SJIB (Electricians), SNIPEF (Gas Engineers and Plumbers) and CIJC (Joiners, Painters and other craft trades) and SPADAC (Apprentice Painter). Employees have an option to join a Trade Union if they wish.
Smoking:	The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of Hillcrest Maintenance are jointly responsible for minimising their own exposure to risk factors such as passive smoking.
Qualifications:	Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.
Rehabilitation of Offenders Act 1974:	If you have any unspent convictions you must declare this on your application form. In relation to 'spent' convictions, there is a list of convictions which

must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland's website at www.disclosurescotland.co.uk and check the 'Frequently Asked Questions'.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST MAINTENANCE. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

Equal Opportunities:

Hillcrest Maintenance is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Applications:

Please forward applications before the closing date.