



## Job Description and Person Specification

<b>Job Title</b>	<b>APPRENTICE ELECTRICIAN LEVEL 3</b>
<b>Job Grade</b>	<b>Age-related NMW (Increasing at 24 months)/NLW aged 23+</b>
<b>Reports to</b>	<b>DEPARTMENT SERVICE MANAGER/ APPRENTICE ADVISOR</b>
<b>Direct Reports</b>	RSM/VPM/APPRENTICE ADVISOR
<b>Other Resources</b>	Tablet, Uniform, Personal Protective Equipment (PPE)
<b>Notes</b>	This job description is to cover the first 24 months of the apprenticeship, there is another job description detailing stage 2 which details the final 24 months of the apprenticeship. Both stages must be completed to pass the apprenticeship.
<b>Role Purpose</b>	<p>To complete an Electrical trade apprenticeship in a specified timeframe and gain on the job knowledge and experience.</p> <p>To develop and apply characteristics of the NCC agreed behaviours and values in all activities.</p> <p>To actively and effectively promote the Council's vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.</p> <p>Minimum training period expected is 48 months. Not Including: End Point assessment period. This may reduce if an apprentice has gained previous relevant knowledge and skills, which is recognised as accredited Prior Learning.</p>
<b>Key Accountabilities</b>	<p>To be committed to attend college for off-site training to obtain the Installation Electrician And Maintenance Electrician Level 3: Advanced Apprenticeship.</p> <p>To accurately complete all required documentation and coursework on a regular basis, and to specified deadlines.</p> <p>To attend monthly meetings as directed by the Apprentice Advisor to establish progress made against apprenticeship standards and evaluate training needs.</p> <p>To undertake on-site training under the supervision of a qualified Electrician, to develop practical skills and knowledge of electrician duties including:</p> <ul style="list-style-type: none"><li>• All aspects of electrical work including domestic power, lighting, industrial, commercial, and heating skills, and occasional causeway lighting.</li><li>• Contributing to the design, development, manufacture, construction, commissioning, operation or maintenance of products, equipment, processes, systems, or services.</li></ul>

	<ul style="list-style-type: none"> <li>• Maintain and keep clean any allocated transport and equipment- if provided.</li> <li>• Work with any associated technology including a PDA, telephone or other to ensure provide accurate and timely information, data, and communication.</li> <li>• Undertake any other relevant training courses as identified.</li> </ul> <p>As part of your ongoing learning, you will further develop your understanding of...</p> <ul style="list-style-type: none"> <li>• Health and safety and environmental regulations, guidance notes and relevant codes of practice; and the requirements of the current edition of the Wiring Regulations.</li> <li>• All health and safety procedures and requirements of statutory legislation and financial regulations.</li> </ul> <p>You will also:</p> <ul style="list-style-type: none"> <li>• Work to NCC behaviours in all aspects of the role and with all stakeholders.</li> <li>• Promote apprenticeships via giving talks, demonstrations, and workshops to our partners, local schools, colleges, and internal programmes such as Women in construction, Apprentice Diversity Champions Network, East Midlands Apprentice Ambassador Network and other Apprentice groups as required.</li> <li>• Promote and encourage tenants and leaseholders to be involved to influence and develop services in their local community through tenant involvement /academy.</li> </ul> <p>This is not a complete statement of all duties and responsibilities of this post. The post holders may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.</p>
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Created: May 2023

Signed and agreed by the post holder:

Date:

## PERSON SPECIFICATION – APPRENTICE ELECTRICIAN

Requirements	Essential – E Desirable - D
<b>Experience and knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a team.</li> <li>• Experience of having responsibility for self / others.</li> <li>• Experience of working on own initiative</li> <li>• Experience of identifying creative ways to solve problems</li> <li>• Basic understanding of Health and Safety legislation.</li> </ul>	<p>E D D D D</p>
<p><b>COMMUNICATION</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills - to listen and respond to instructions and questions clearly and logically</li> <li>• To understand and interpret instructions correctly</li> <li>• To be able to write coursework and assignments to the required standard</li> </ul>	<p>E E E</p>
<p><b>CUSTOMER FOCUS</b></p> <ul style="list-style-type: none"> <li>• Is customer focused and shows a desire to deliver excellent customer service</li> </ul>	<p>E</p>
<b>Skills &amp; Abilities</b>	
<ul style="list-style-type: none"> <li>• To be able to understand measurements and carry out complex calculations including formulae</li> <li>• To be able to travel to work on time anywhere in the city of Nottingham.</li> <li>• To be able to have an understanding of commonly used IT packages</li> <li>• To demonstrate capacity to organise self/materials/tasks, use own initiative, Prioritise workload, Work to deadlines</li> <li>• Able to work to a high level of accuracy.</li> <li>• Able to demonstrate awareness of safety issues.</li> </ul>	<p>E E D E D D</p>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Level 2 Maths and English or GCSE Grade A-C / 8- 5 or the ability to work towards them.</li> <li>• To show commitment to passing a driving test before the last year of apprenticeship</li> </ul>	<p>E E</p>
<b>Behaviours</b>	
<ul style="list-style-type: none"> <li>• To show commitment towards continual personal development.</li> <li>• To show good timekeeping and attendance</li> <li>• To uphold the Nottingham City Council Housing Services Mission, Vision &amp; Values and Equal Opportunities Policy.</li> </ul>	<p>E E E</p>

Author: Lisa porter, Apprentice Advisor

Date: May 2023