

Apprentice Electrician

Job Ref: 19208

We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you're looking for the opportunity to kick start your career as an Electrician, gaining on the job work experience whilst studying for a Level 3 Installation Electrician / Maintenance Electrician qualification with Northern Skills, come and work with us as an Apprentice Electrician, based at Cowpen Depot in Billingham.

Hours of Work
Contract Duration
Location of Work
Salary / Wage

37 hours per week
Fixed Term 42 months
Cowpen Depot, Billingham

Age	Hourly Rate	Full Time annual Salary
Under 18	£4.35	£8,392
18 -20	£6.15	£11,865
21 - 24	£7.70	£14,855
25 and over	£8.21	£15,839

About Us:

Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services in the Borough of Stockton-on-Tees.

At SBC we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeship help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice's future.

Job Description:

We are looking to expand our team of Electricians within Construction Facility Services with this amazing apprenticeship opportunity. Our Electricians are responsible for the installation, maintenance and repair of electrical services (e.g. lighting, sockets, and heating controls), both inside and outside buildings and structures. We will help you learn to install, maintain and repair electrical systems in both commercial and domestic environments giving you on the job training and work experience to become a competent Electrician.

Essential Requirements:

All candidates are required to meet the essential requirements set out below. Please address in your application how you meet the following:

- A minimum of 5 GCSE's of Level 4/C and above including Maths & English
- Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative
- Ability to work in an organised and methodical way to analyse and solve problems
- Demonstrate sound technical aptitude and attention to detail
- Ability to understand and apply regulations and instructions
- Self-motivated and can work reliably and effectively without close supervision
- Excellent Communication skills and Interpersonal skills
- Committed to providing excellent customer service
- Demonstrates the Council's Behaviours which underpin the Culture Statement.

You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject

Appointment will be subject to the following pre-employment checks:

- Medical Check
- Satisfactory reference

Apprenticeship Qualification

You will be given appropriate paid time off work to attend College and work towards completion of your apprenticeship qualification.

Qualification: Installation Electrician / Maintenance Electrician – Level 3

<https://www.instituteofapprenticeships.org/apprenticeship-standards/installation-electrician-maintenance-electrician/>

Training Provider: Northern Skills, Middlesbrough College

Professional recognition: By the end of the apprenticeship you will have satisfied the requirements for registration as Eng Tech by the Engineering Council


Future Prospects:

Upon successful completion of the apprenticeship, there may be the opportunity to undertake a higher level apprenticeship qualification and the potential to secure a position within the Council for the right candidate to grow within the organisation.

How to Apply:

Please complete our Apprenticeship application form, and submit this to apprenticeships@stockton.gov.uk no later than the closing date of **Sunday 16th June 2019**.

Please ensure you refer to the essential requirements outlined in the advert, Job Description and Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Community Services		SERVICE AREA: CONSTRUCTION FACILITY SERVICES
JOB TITLE: Apprentice Electrician		
POST REF: 19208		
GRADE: Apprentice Rate of pay - Minimum Wage for Age		
REPORTING TO: Electrical Supervisor		
1.	JOB SUMMARY: To undertake learning that will include the installation of electrical systems, electrical reactive and planned maintenance work, electrical testing and verification and production of electrical installation design drawings in line with the duties of an approved electrician.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	To undertake in accordance with the approved guides, fault finding and associated repairs; inclusive of carrying out the appropriate electrical tests, identification and ordering of replacement parts, replacement of parts and wiring, and checking the functionality of all circuits and equipment.
	2.	To undertake condition surveys of existing electric installations and prepare condition reports.
	3.	To undertake the maintenance / servicing of electrical installations and equipment in accordance with the approved guides and manufactures instructions
	4.	To undertake installation works in accordance with the approved guides.
	5.	To ensure that inspection and fault reports are accurately recorded and submitted as required
	6	To ensure that accurate records for time labour and materials are submitted as required
	7	To report the identification of extra work, delays and disruption to the contract work allocated to the post holder
	8	To undertake training as may be required to ensure compliance with current and new legislation
	9	Through work experience, studying, training and development (both practical and vocational), complete a course of study and obtain work-related professional qualifications
	10	To comply with all Health and Safety regulations and any other relevant legislation. Specifically that the post holder fully complies with any risk assessments, method statements and safety guidance issued.
	11	To provide customer service excellence for all our internal and external clients
3.	GENERAL	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the high standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to familiarise and adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy.

	Name:	Signature:	Date
Job Description written by: (Manager)	Chris Donnison		
Job Description agreed by: (Post holder)

Job Description dated: May 2019

PERSON SPECIFICATION

Job Title/Grade	Apprentice Electrician	Apprentice Rate of pay - Minimum Wage for Age
Directorate / Service Area	Community Services	Construction Facility Services, HVE
Post Ref:	19208	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Minimum of 5 GCSE's of Level 4/C and above including Maths & English <p>Please note: You must not hold an existing qualification at the same or higher level (Level 3 or above) as this apprenticeship in a similar subject (Electrician).</p>	NVQ Level 2 in Electrical Installation or equivalent	Application form
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative 	<ul style="list-style-type: none"> Experience in volunteering, charity work or other practical work based experience. Work placement experience in an electrical maintenance setting 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Ability to work in an organised and methodical way to analyse and solve problems. Ability to demonstrate technical aptitude Attention to detail. Ability to understand and apply regulations and instructions. 	<ul style="list-style-type: none"> Knowledge of Health & Safety Legislation 	Application / Interview

	<ul style="list-style-type: none"> • Work reliably and effectively without close supervision • Good communication skills • Be articulate and able to converse confidently in a pleasant and professional manner. • Logical thinker to solve problems 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the behaviours which underpin the Council's Culture Statement. • Work effectively with colleagues, other trades, clients, suppliers and the public • Committed to own personal development. • The ability to contribute to a shared objective when delivering a customer focused front line service • Highly motivated, and not easily discouraged • High personal standards of self-discipline • Flexible approach to work 	<ul style="list-style-type: none"> • To be able to work flexibly were necessary including weekend work. 	Application / Interview

Person Specification dated: May 2019