



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Multi-Skilled Tradesperson**

**Vacancy ID: 010123**

Salary: £24,799 - £26,317 Annually

Closing Date: 16/06/2019

### **Benefits & Grade**

B&CE Grade I

### **Contract Details**

Permanent

### **Contract Hours**

37 hours per week

### **Disclosure**

The successful applicant will be subject to an enhanced DBS check

### **Job Description**

An exciting opportunity has arisen for an ambitious and highly motivated Multi-Skilled Tradesperson to work within the Construction & Facility Services department based at Cowpen Depot for Stockton Borough Council.

Construction Facility Services is responsible for the delivery of the planned, reactive & cyclical projects across the authority and its partners.

The post holder will have experience working with both domestic and commercial construction and building environments along with experience on delivering customer service excellence.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Colin Simcox, Senior Building Supervisor, on 01642 526493 or [colin.simcox@stockton.gov.uk](mailto:colin.simcox@stockton.gov.uk)

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate: Community Services</b>		<b>Service Area: Construction Facility Services</b>
<b>JOB TITLE: Multi-Skilled Tradesperson</b>		
<b>GRADE: I</b>		
<b>REPORTING TO: Building Senior Supervisor</b>		
<b>1.</b>	<b>JOB SUMMARY:</b> To be responsible to the Building Senior Supervisor for the effective and safe delivery of construction and refurbishment work as allocated to them. To assist and support the effective delivery of the Councils disabled adaptation program.	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	To complete all technical trades work and associated activities as allocated across a range of construction projects. This include a wide range of tasks and activities which will include plumbing, plastering, decorating, brick work and joinery
	2.	You will be required to work under your own initiative and complete tasks with minimal direction to ensure that works are completed to an extremely high standard.
	3.	You will be required to use your skillset to adapt to challenges you come across on each project, whilst liaising with your supervisor or management to resolve problems which delivering works on time and to the required standard.
	4.	To undertake the effective delivery of our disabled adaptation program, including all tasks and activities associated with the preparation and stripping of the area and the installation of new items which will include low level entry showers and other adaptations.
	5.	To undertake additional technical training as may be required to ensure compliance with current and new legislation and to ensure that your own skillsets are updated to respond to requirements of the service
	6.	To ensure that effective relationships are maintained with customers at all times and you act as advocate of the Council when undertaking construction projects
	7.	To undertake vehicle checks and reporting any faults, damage or incidents to the fleet department
	8.	To comply with all Health, Safety & Wellbeing standards and promote a safe working environment
	9.	To ensure that accurate records of time and materials are submitted as required
	10.	To ensure standard documentation is completed accurately and promptly
	11.	To embrace and support Stockton Borough Council's culture by demonstrating the required customer service ethos, work ethic and high standards of work that the Council expect.
	12.	To undertake such other duties and responsible as required with the grading and nature of the post
	13.	To be responsible for the safety and security of all transport, plant and materials within the post holders control
	14.	To be able to read and interpret technical drawings and specifications to deliver out on the objectives as communicated by your line manager
	15.	To undertake work outside of normal working hours as well as standby and call out duties as and when required.
	16.	To be aware of and adhere to all council financial, legal and administrative policies and procedures
<b>3.</b>	<b>GENERAL</b>	

**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.

**Job Description dated: 18/9/18**

## PERSON SPECIFICATION

Job Title/Grade	<b>Multi-skilled Trades Person</b>	<b>B&amp;CE Grade I</b>
Directorate / Service Area	<b>Community Services</b>	<b>Construction Facility Services, HVE</b>
Post Ref:	<b>32865</b>	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good standard of general education</li> <li>• Driving Licence</li> <li>• Recognised relevant building trade qualification (e.g. Carpentry NVQ LVL3) and/or at least three years demonstrable experiences in a range of trades including plumbing, joinery, bricklaying, plastering and tiling.</li> </ul>	<ul style="list-style-type: none"> <li>• IOSH managing safely</li> <li>• CSCS Card</li> <li>• Asbestos Awareness</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>• Experience in construction and refurbishment activities undertaken in commercial or domestic properties</li> <li>• Effective engagement with clients, contractors and suppliers</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering customer service excellence</li> <li>• Quality assurance practices and quality management systems</li> </ul>	Application / Interview

<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Ability to demonstrate a knowledge of Health and Safety requirements within a construction environment</li> <li>• A high standard of written and oral communication skills including the ability to compile reports</li> <li>• Ability to demonstrate good organisational &amp; communication skills</li> </ul>		<p>Application / Interview</p>
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> <li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li> <li>• An awareness of the importance of personal development and shared learning/support in the organisation</li> <li>• The ability to contribute to a shared objective when delivering a customer focused front line service</li> <li>• The candidate is expected to demonstrate a positive and enthusiastic attitude when delivering services</li> <li>• To be able to demonstrate personal initiative in order to find innovative solutions</li> <li>• Ability to work part of a team or on</li> </ul>	<ul style="list-style-type: none"> <li>• To be able to work flexibly were necessary including weekend work.</li> </ul>	<p>Application / Interview</p>

	their own initiative when required <ul style="list-style-type: none"><li>• Ability to work to tight deadlines</li></ul>		
Other requirements			

**Person Specification dated: 18/9/18**

## **Conditions of Service**

### **General**

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the JNC Craft Agreement but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.



### **Smoking Policy**

The Council operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

### **Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.