



Job Description

Brentwood Borough Council

Apprentice – Operational Services

Position Title	Apprentice – Operational Services
Directorate	Environment & Communities
Service Area	Operational Services
Team	Parks, Open Spaces, Countryside & Burial Services
Band	Apprentice Rate
Reports to	Deputy Operations Manager

Brentwood Borough Council is committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors, and volunteers to share its commitment to prevent abuse, harm or exploitation.

MAIN PURPOSE

This is a generic job description for the Brentwood Borough Council Apprenticeship Scheme within Operational Services.

This role incorporates study and completion of a service specific qualification whilst working in a specific Service Area during the two-year fixed term placement.

CORPORATE DUTIES

1. To work with colleagues to achieve service plan objectives/targets.
2. To participate in Employee Development Scheme/Appraisals and contribute to the identification of your own and team development needs.
3. Apply and actively promote the principles of the Organisation's Equal Opportunities Policy in all areas of employment and service delivery.
4. To ensure full compliance with the Health and Safety at Work Act 1974 etc., the Council's Health and Safety Policy and all locally agreed safe methods of work.
5. To fully understand and be aware of the commitment to Section 17 'Duty of the Crime and Disorder Act 1998 to prevent crime and disorder'.

SERVICE SPECIFIC DUTIES

1. General grounds maintenance of Council owned land, including formal parks and open spaces. This will include grass cutting, shrub/hedge trimming, clearing leaves, litter and debris. Planting and maintenance of formal floral displays. There will also be minor constructional labouring work, and the erection and dismantling of sports and other equipment.

2. Undertake horticultural operations such as planting, pruning and seeding, ground preparations for turf laying, assisting with overmarking marking sports pitches and assisting with the maintenance of artificial/synthetic pitches.
3. To undertake street cleansing and building cleaning duties. This will include litter picking and manual sweeping, if necessary, from all hard a soft surface, including the removal of dumped items from Council land.
4. The use of powered hand tools and light plant.
5. To be responsible for certifying the completion of the day's work and completing the daily vehicle running sheet.
6. To prepare areas used for sports, under direction.
7. To study towards and complete a service specific qualification.
8. Undertake all duties within the framework of Equal Opportunities. Applying and actively promoting the principles of the Organisation's Equal Opportunities Policy in all areas of employment and service delivery.
9. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a "protected characteristic".
10. You must cooperate in all matters relating to Health and Safety and implement all procedures for your job role. The identification of Health and Safety related risks within the working environment must be highlighted to your management.

ADDITIONAL INFORMATION

During placements, day to day management will be carried out by a designated supervisor

PERSON SPECIFICATION

Position Title:	Apprentice – Operational Services	Date Reviewed:	February 2022
Service:	Parks, Open Spaces, Countryside & Burial Services	Band:	Apprentice Rate

Method of Assessment: AF Application Form
 T Testing
 I Interview

	REQUIREMENTS	Essential	Desirable	Assessed
1.	EXPERIENCE			
1.1	In accordance with Government Guidelines, you will need to be aged 16-24 (at the point of starting the scheme) to qualify for this position.	✓		AF
1.2	Experience in gardening		✓	AF/I
2.	KNOWLEDGE			
2.1	Good IT skills with knowledge of a range of different computer packages e.g. Word, Excel and PowerPoint etc.	✓		AF/I/T
2.2	Basic understanding of gardening tasks	✓		AF/I/T
2.3	An interest in horticulture	✓		AF/I
2.2	Well organised with the ability to work to tight timescales and demonstrate attention to detail.	✓		I/T
2.3	Good communication and interpersonal skills to effectively deal with a wide range of customers, contractors and other members of staff	✓		AF/I/T
2.4	Ability to work individually and as an effective team member.	✓		I/T
3.	ABILITIES			
3.1	Ability to undertake lifting and bending duties	✓		AF/I
3.2	Be prepared to work outside in all weathers	✓		AF/I
3.3	Ability to take on individual project work and demonstrate initiative.	✓		I

4.	BEHAVIOURS			
	PROFESSIONLISM <ul style="list-style-type: none"> Behaves in a professional way. This includes personal presentation, respect, respecting and encouraging diversity, punctuality and attitude towards others. Adheres to the Organisation's Code of Conduct, acts as a role model, contributing to team cohesion and productivity. 	✓		I
	PERSONAL QUALITIES <ul style="list-style-type: none"> Shows exemplary qualities that are valued including integrity, reliability, self-motivation, being pro-active with a positive attitude and motivates others. 	✓		I
	MANAGING PERFORMANCE <ul style="list-style-type: none"> Takes responsibility for own work, accepts feedback in a positive way, uses initiative and shows resilience. Takes responsibility for own development, knows when to ask questions to complete a task. Complies with the Organisation's policies. 	✓		I
	ADAPTABILITY <ul style="list-style-type: none"> Able to accept and deal with changing priorities related to both own workload and to the Organisation. 	✓		I
	RESPONSIBILITY <ul style="list-style-type: none"> Demonstrates taking responsibility for team performance and quality of projects delivered. Takes a clear interest in seeing that projects/tasks are successfully completed and customer requests are handled appropriately. Takes initiative to develop own and other's skills and behaviours. 	✓		I
5	EDUCATION AND TRAINING			
4.1	GCSE's 9-4 or A-C including Maths and English (or equivalent)		✓	AF/T
4.2	Willing to undertake service specific qualification whilst working full time	✓		I

