

## Role Profile

### Joiner/Multi Trade Operative

**Reporting to:** Head of Repair

**Salary band:** £25,124 - £27,111 (salary structure pending review)

**Base:** This post will be agile working

### Duties and responsibilities

Supervision of Craftworkers/Apprentices/Sub-Contractors

Co-Ordination and distribution of works

Pre and post inspection work

Pricing of non-contract works

Preparation of recharges

Controlling of Health and Safety Arrangements

### Main Job Activities

Supervise Craftworkers and Apprentices to monitor quality of workmanship, timekeeping, absence management

Distribution of work to Sub-Contractors, Craftworkers and Apprentices for various contracts held by the Service

Assist with collation of performance management information.

Pre-Inspection and, where applicable, pricing of works for clients

Post-Inspection of works carried out for tenants to ensure quality of workmanship at all times

To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.

To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.

To manage risk, promote risk awareness and prioritise work in light of the risk analysis.

To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

General Joinery, Maintenance and New Build, Timber Framing, Roof works and any other associated tasks

Multi Skilling in other trades

Such other work as directed by Head of Repair

The job activities listed are not exhaustive and may be amended added to or amended consistent with the job purpose.

To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities.

To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.

To manage risk, promote risk awareness and prioritise work in the light of the risk analysis.

To actively commit to the Association's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users.

To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.

Adopt professional behaviours, attitudes and body language, and, at all times, setting an example for others.

Attending and participating in training events.

Support the practical and learning activities of Trade Apprentices

To demonstrate support for the Association's Health and Safety Policy ensuring that it is adhered to in the post holder's areas of responsibility.

To demonstrate support for the Association's Safeguarding Policy  
Work with other Trades on projects and contracts.

Participate on On-Call Rota for evenings and weekends

Maintain vehicle and vehicle stock

Maintain proper use of credit card

Care and upkeep of devices provided by Loreburn Housing Association

Maintain and exceed Loreburn Customer Care standards

Adhere to all Loreburn Financial Regulations and Standing Orders

Update systems in a timely and accurate manner

## Values and expected behaviours

Loreburn is an exceptional place to work and attracts, develops and retains talented staff. Even with the most talented staff we must hold ourselves to account and our vision and values help us accomplish our goals.

Alongside our values we are committed to employing the right people, delivering good governance, creating a robust infrastructure and making best use of our assets to ensure we Create Great Places to Live.

### **Growth Mindset**

We strive to be the best and continue to learn, grow and change to achieve it.

### **Respect**

We care about all that we do and how we do it.

### **Entrepreneurial thinking**

We try new things and open our eyes to new ideas and ways of working.

### **Accountable**

We are responsible for what, when and how we do things.

### **Together**

We deliver our best results when we work as a team.

## Person Specification

**This section summarises the skills, knowledge and experience required for this role.**

Skills, knowledge and experience	Essential	Desirable
Experience of delivering services within the social housing sector		<b>x</b>
Experience of working in a customer-focussed service	<b>x</b>	
Ability to work under pressure and deliver outputs in line with Association targets and deadlines	<b>x</b>	
Experience of working with woodworking machinery, access equipment, majority of construction industry equipment and personal protective equipment	<b>x</b>	
Ability to organise and prioritise workload to meet deadlines	<b>X</b>	
Experience of risk assessment	<b>X</b>	
Experience of supporting Apprentices with practical experience and learning activities	<b>X</b>	
Experience of Time Keeping Management	<b>X</b>	
Experience of Performance Management	<b>X</b>	
Experience of pre- and post-inspection work	<b>X</b>	
Experience of maintaining vehicles and equipment	<b>X</b>	
IT Ability – able to update Apps/data	<b>X</b>	
Experience of correct usage of credit card facility	<b>X</b>	
Experience of maintaining power tools and other equipment.	<b>X</b>	
Ability to work Independently and with a high degree of skill and professionalism but also as part of a team	<b>X</b>	
Qualifications and Education	Essential	Desirable
Approved apprenticeship City and Guilds or NVQ Level 3 qualification in site carpentry	<b>X</b>	
Hold relevant health & safety qualifications which relate to the sector and industry in general	<b>X</b>	
Relevant power tool training	<b>X</b>	
Knowledge of Risk Assessment	<b>X</b>	
Manual handling	<b>X</b>	
Knowledge of Building Regulations	<b>X</b>	
Appropriate and current training in COSHH & PPE	<b>X</b>	
Access equipment and working at height training e.g. easi-deck/mobile elevated work platforms	<b>X</b>	
Full Driving Licence Category C1	<b>X</b>	
H&S level 1 E.g. CSCS online H&S test/IOSH working safely	<b>X</b>	
Asbestos awareness (in last 12 months)	<b>X</b>	
Asbestos non licenced work	<b>X</b>	
Pasma Work at Height essentials	<b>X</b>	
H&S level 3 E.g. NCFE IOSH cert or NEBOSH cert		<b>X</b>
Pasma Towers and low-level access		<b>X</b>