



## Role Profile

<b>Job Title:</b> Fencing Apprentice	<b>Grade/ Level:</b> Apprentice	<b>Post Number:</b> P/A
<b>Directorate:</b> Adults, Health and Housing	<b>Job Family:</b> Enterprise Works	<b>Date Prepared:</b> November 2023
<b>Role reports to (Job Title):</b> Team Leader		
<b>Job Purpose:</b> To assist and learn fencing repairs and installations in relation as part of the EW Timber & Fencing installation team for all customers of Swindon Borough Council's Housing service. To attain a Level 2 Fencing Apprenticeship Qualification		
<b>Key Accountabilities:</b> <ul style="list-style-type: none"> <li>• To assist and learn best practice with the EW Installation team for fencing installations and repairs for Swindon Borough Council customers</li> <li>• To complete an assigned Apprenticeship with a nominated provider that leads to acquiring a Level 2 Fencer qualification</li> <li>• Provide the highest customer service at all times whilst representing EW</li> <li>• Take telephone calls and messages, record information accurately and deal with calls as appropriate</li> <li>• Learn to select and use hand-held tools and power tools for the installation of fences</li> <li>• Learn to select, store and safely handle materials and components for fencing installations</li> <li>• Be trained to locate and identify underground services to support fencing installations</li> <li>• Learn to read fencing plans and use online platforms for underground services</li> </ul>		
<b>Supplementary Accountabilities:</b> <ul style="list-style-type: none"> <li>• Provide general support to the Timber Workshop Team to assist them in manufacturing bespoke timber products, such as sheds, gazebos, gates and prefabricating components for production line. Ensuring the workshop is maintained and tidy and to undertake any other duties within the apprenticeship programme</li> </ul>		
<b>Job Scope:</b> Number and type of jobs managed: None	<b>Job Scope:</b> None	
<b>Typical tasks supervised/allocated to others:</b> None	<b>Budget:</b> None	
	<b>Assets:</b> None	

**Knowledge and Experience:**

- Good level of Literacy –GCSE’s in English Language and Maths at grade C or above, or equivalent
- Good experience of using Microsoft Packages, including Word, Excel, Powerpoint, and Outlook
- Some experience with wood working and/or carpentry

**Decision Making:**

- Ability to make basic decisions in line with policy
- Ability to prioritise own workload to ensure all tasks are completed within the given time frames

**Contacts and Relationships:**

- Daily contacts with customers, line manager/mentor and other members of the wide team and the apprenticeship providers

**Creativity and Innovation:**

- Have the ability to identify and make suggestions on how any improvement in the way the department operates
- Some creativity and innovation in the day to day running of the service, identifying new methods of work

**Job Specific Competencies:**

- Good communication skills – both written and verbal
- Good interpersonal skills
- Be willing to work as part of a wider team to ensure the success of the whole service
- Be flexible in approach to work
- Discreet and professional in approach to customers, peers and others
- Professional approach and presentable in appearance
- Display a strong work ethic, including reliability, attention to detail and customer focus
- Demonstrate safety conscious behaviour

**Data Protection:**

In accordance with the provisions of the General Data Protection Regulations Act 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures.

**Employee Signature:****Print Name:****Date****Line Manager’s Signature****Print Name:****Date:**