



Building and Mechanical Trades
Fixed-term contracts, initially until 31st March 2011

Are you interested in securing a job with us where you will play a key role in developing our Property service?

We currently provide a responsive repairs service for our 8,000 properties, a specialist mechanical engineering or voids management service and have a £150 million improvement programme.

You will be passionate about making a difference to the lives of thousands of people and being part of an organisation which works with, and proactively involves the community in all that we do. We'll be looking for tradesmen with the skills and abilities that lend themselves well to carrying out refurbishment work.

We are committed to developing and delivering our services, through the use of our large in house workforce. We currently have vacancies for the following posts:

Band 3	5 x Electricians	£21,519 - £24,646 per annum
Band 3	5 x Gas Fitters (you will need to carry a Gas Safe" card)	£21,519 - £24,646 per annum
Band 2	1 x Painter	£18,183 - £21,519 per annum

For an application pack please visit our website at www.bronafon.org.uk, email recruitment@bronafon.org.uk or contact Human Resources on 01633 620096 and leave a message.

Closing date: midday, Friday 10th September

Trade Operative Job Description and Person Specification



JOB TITLE:	Trade Operative
SERVICE AREA:	Property Service
RESPONSIBLE TO:	Supervisor
GRADE:	Band 1 to 4- (non skilled to single and multi-trade)
LOCATION:	Llantarnam Business Park, Cwmbran, SE Wales

JOB PURPOSE

1. Undertake the diagnosis, measurement and completion of building trade work as required within the job role. Ensuring that work is carried out to the highest standard supporting and delivering excellent tenant satisfaction by meeting or exceeding expectations.
2. Work effectively within the Property Service using skills across services as required including repairs, maintenance and/or improvement teams ensuring the highest standards and that the right work is undertaken at the right time.
3. Contribute to community based work and services and supporting the supervisors to deliver excellent services.
4. Support and contribute to organisational and cultural change to deliver Bron Afon's mission and values, actively contributing to the development and improvement of all Bron Afon's services.

KEY RESPONSIBILITIES

- 1 Implementing the Bron Afon community mutual model**
 - 1.1 Support the Bron Afon Community Mutual model, through community involvement and positive partnership working across all sectors and within local communities, personally engaging in any relevant learning and development projects.
 - 1.2 Contribute to the development of the Property Service with members, tenants and leaseholders to ensure the effective and appropriate use of all resources and accountability of Bron Afon.
 - 1.3 Work collaboratively and effectively across Bron Afon developing positive working relationships between individuals, teams and service areas.

2 Operational, Technical and Trade Services

- 2.1 Undertake and use relevant skills to diagnose, measure and complete building trade works in compliance with any relevant specifications, contract conditions and safety regulations.
- 2.2 Effectively provide and relay all relevant information from and too tenants including; work to be carried out, delays, appointment availability, re-scheduling or re-visit, health and safety and job duration.
- 2.3 Work closely with supervisors and other colleagues in the development of a strong team culture, with particular emphasis on cultivating a joined up approach to shared problem solving across communities ensuring that Bron Afon meets the needs of tenants and residents.
- 2.4 Work flexibly to deliver the service in line with tenant requirements and to meet the workload demands and performance standards in line with band and grade as set out in the career pathway structure for all trade employees.

3 Governance, Regulation and Conduct

- 3.1 Demonstrate the highest personal standards of integrity, conduct and values consistent with Bron Afon's vision and values, respecting others people and property in and around the homes and communities of our tenants
- 3.2 Maintain and protect all equipment, including any plant, tool, vehicle, mobile phone, laptop, PDM assigned and complete any maintenance checks required, and report any defects.
- 3.3 Ensure that all business is conducted in accordance with relevant legal and regulatory requirements, Bron Afon's standing orders and financial regulations.
- 3.4 Promote and uphold Bron Afon's Code of Conduct, Equality and Diversity Policy and other policies and procedures, taking particular responsibility for Health and Safety across the service area.
- 3.5 Carry out such other duties and responsibilities consistent with the level of responsibility of the post and review this job description with the Director of Property services on a regular basis

Person Specification
Multi Skilled Trade Operative Band 3

Criteria	Evidence Required	A	I	P
Qualifications, knowledge and understanding	Advanced level of trade knowledge	x	x	x
	Multi Skilled Trade Operative Core NVQ level 2 Blue level construction site certificate (training provided)	x	x	x
	Bar progression 15 points supplementary skills area, or NVQ in another core trade			x
	Wide knowledge of construction work and can carry out all tasks associated with a core construction trade.	x	x	
	Able to complete works documents and records of work activities which includes the use of information technology.	x	x	
	Working knowledge and understanding of health and safety	x	x	
Experience	Experience in a repair, maintenance or building environment	x	x	
	Can carry out work tasks within a core trade and demonstrate a degree of multi-skilling to trade standard.	x	x	
Skills and Attributes	Ability to regularly solve problems using initiative and working with others in improving the service.		x	x
	Ability to undertake some or all construction tasks from more than one core trade, prioritise work and			
	Actively support others in learning new skills		x	x
	An individual who enjoys contact with and shares knowledge and information with other people. Not afraid to take the lead and make decisions when required.	x	x	x
	Able to report on and complete works documents and paperwork as required.		x	x
Personal Qualities	Self discipline and motivation to work unsupervised whilst delivering high quality and quantity of work.		x	x
	Ability to confidently manage own and others workload work under pressure, using initiative to plan and prioritise as appropriate			
	Someone who can understand how people can find themselves in difficulty and does not judge		x	x
	Calm and resourceful in difficult situations with a proactive and positive approach to problem solving working with other staff, tenants and members		x	
	Prepared to work flexibly including flexible shift pattern if required			x
	Commitment to learn new skills and embrace new technology eg hand held computers		x	x
	An individual who enjoys contact with others and who can communicate effectively to share knowledge and information		x	x
Additional Requirements	A percentage of these vacancies will require the individual to have a full driving licence		x	

