

## Job description

Post title	Graduate Apprentice – Development & Regeneration
Directorate	Place
Service	Place Development
Responsible to	Resource Officer
Number of post holders	2
Acting up/ secondment	No

## Purpose of Job

The post holder will, under guidance, provide support to the Council's house building programme and support the delivery of 10,000 new homes across the city.

The post holder will be required to work towards a Graduate Apprenticeship (degree level professional qualification) in Construction and the Built Environment. They will undertake relevant modules to supplement this learning and develop general project management and business knowledge and skills.

## The what - major tasks/job activities

- Assist with project management of construction projects within the Council's house building programme
- Assist in developing and processing reports for relevant Boards, Council Committees, and other bodies.
- Assist with community engagement and stakeholder events for new developments
- Liaise with other Council services to help progress the development process
- Assist with procurement of housing contractors and other professional consultants and support the contract management these contracts including cost control, performance management and adherence to contract terms and conditions Support the development of design specifications and briefs for new housing development including approach to sustainability and maintaining quality of new homes
- Contribute to management of multi-disciplinary design teams in delivering key new build housing projects, applying expertise and knowledge under the supervision of a Senior Project Manager, including contribution to projects, programme, design and evaluation
- Develop effective internal and external contacts and partnerships.
- Assess the effectiveness and lessons learned from projects and advise of operational changes and improvements.
- Respond to enquiries, internal and external, with a particular emphasis project management, governance and ensuring all stakeholders are regularly communicated with.

### **The how - knowledge and skills (e.g. creativity & innovation, contacts and relation-ships, decision-making)**

- Under the direction of the Resource Officer prepare update reports,
- Manage own time to meet changing deadlines and re-balance conflicting priorities whilst working to key performance indicators
- Liaise with line managers if any operational or technical difficulties arise or if there are challenges in meeting timescales.
- Be educated to Higher level to qualify for a degree level University course.
- The complexity of work will be determined by the Service Manager in accordance with the development plan for the apprentice programme.

### **Environment (work demands, physical demands, working conditions, work context)**

- Respond to changing priorities and demands from internal and external customers.
- Although the post may be exposed to some physical demands some adverse working conditions these will be predominantly within the range of normal office based activities. The postholder will be expected to attend meetings on site
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.
- May be a requirement to work out with standard hours in order to meet with community groups and other stakeholders
- Requirement to carry out accompanies site visits including construction sites, vacant buildings and occupied buildings. The post holder is responsible for their own health & safety.

### **Supervision and management of people (numbers and type of employees)**

No direct responsibility for supervising staff.

### **Resources**

Responsible for the proper use and safekeeping of a PC and for the security and maintenance of manual and electronic data, including commercially sensitive information relating to tenders, contracts and supplier relationships.

### **Health and Safety (do not alter the wording of this section)**

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems, and procedures;
- Reporting any hazards, damage, or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).