

## Apprentice Technical Assistant – Logistics

<b>Service</b>	Homes and Neighbourhoods
<b>Location</b>	Homes and Neighbourhoods
<b>Salary</b>	£10.18 per hour from April 2023
<b>Working week &amp; Hours</b>	37 hours – including college attendance/qualification work
<b>Contract type</b>	Fixed-term Apprenticeship
<b>Reporting to Manager</b>	Assistant Team Leader
<b>Eligibility to apply</b>	<p><b>Please note you are only eligible to apply for this role if:</b></p> <ul style="list-style-type: none"> <li>• You have been resident in the UK for at least 3 years (there are some exceptions to this, so applicants will need to be considered on a case-by-case basis as required).</li> <li>• You are not in full time compulsory education and are aged 16 or over by the time you start the apprenticeship.</li> <li>• You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.</li> </ul>

### Apprenticeships with Kirklees Council

If you are looking for hands on experience and learning on the job, then an apprenticeship could be the right route for you. An apprenticeship with Kirklees Council will help you on your journey to grow your career alongside working towards a qualification. As an Apprentice Technical Assistant in Logistics, you will be required to complete 18-month training programme that will cover all aspects of the role and will be delivered through attendance and blended learning delivered by a registered training provider. We are committed to recruiting a diverse workforce and would welcome applications from underrepresented groups. You will work as an Apprentice Technical Assistant in Logistics and will be required to complete a training programme that will cover all aspects of the role and will be delivered through blended learning by a registered training provider.

### Job Purpose

You will work as an Apprentice Technical Assistant in Logistics. You will be required to complete a 1.5-year training programme that will cover all aspects of the role and will be delivered through attendance at college or other distance learning methods delivered by Kirklees College. You will complete a Supply Chain Warehouse Operative Apprenticeship and you will gain a Level 2 qualification. College attendance and successful completion of

these studies is an essential requirement of this Apprenticeship and is monitored and reviewed as part of the Apprentice role.

## **Apprenticeships with Homes and Neighbourhoods**

Our Property Services team provides a first-class repairs and maintenance service for nearly 22,000 council homes, public buildings, and private organisations throughout the Kirklees area.

The Team is made up of over 500 skilled employees and apprentices, with over 40 years of experience delivering a high quality, professional repairs and maintenance service across Kirklees and offer a 24/7 call out service for emergency repairs and maintenance.

As a Technical Assistant – Logistics you will be responsible for providing an efficient, effective, proactive and customer focused materials supplies service to colleagues within the Council, handling enquiries, giving information, and resolving queries. You will provide a materials management service that assists in maximising the productivity of the Council's Repairs and Maintenance workforce.

## **Key areas of Responsibility**

- Provide a materials management support service to Team Leaders and operatives. Help to ensure high levels of satisfaction and productivity through the provision of a fast and accurate service at the stores-counter and to site.
- Participate in customer feedback to help ensure materials and services are continuously improved.
- Liaise with suppliers to help ensure deliveries are accurately recorded and fulfilment levels are high.
- Accurately issue and record all stores materials.
- Participate in stock taking exercises in the stores and of van stocks.
- Maintain a fast and accurate replenishment service for van stocks
- Transport materials and equipment to, from and between sites. Assist operatives in lifting, loading/unloading.

## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
Educated to GCSE standard (English and Maths grade 3 or above) or equivalent	Essential
Able to demonstrate an aptitude for the skills taught in the apprenticeship (for example through work experience, volunteering, qualifications, or references)	Desirable
Experience of Microsoft Office applications, including Outlook, PowerPoint, Word, and Excel	Essential
A satisfactory Disclosure and Barring Service check	Essential
Knowledge of Health and Safety, Equality and Diversity, Safeguarding legislation in relation to the role	Desirable

## How to apply

If you would like to apply for this role, click on the **Apply for this Job** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

Should you experience any difficulties using the online application system, please email [Council.Apprenticeships@kirklees.gov.uk](mailto:Council.Apprenticeships@kirklees.gov.uk).

Please note that you will be notified of the progress of your application by automatic emails from our e-recruitment system. **Please check your spam/junk mail** regularly to ensure that you receive all emails.

**Privacy Notice** - at Kirklees Council we take your privacy seriously and will only use your personal information within Kirklees Council to support your expression of interest. We will hold the information about you securely, and no longer than reasonably necessary.

**Further information** - If you would like further information about [how-we-use-your-data](#), please see the privacy notice for Kirklees Council.