

Apprenticeship Job title	Apprentice Surveyor
Service	Homes and Neighbourhoods
Location	Kirklees
Salary	National minimum wage, currently £8.36 in first 12 months. The National living wage thereafter currently £8.91
Working week & Hours	37
Contract type & Duration	Fixed-term Apprenticeship
Reporting to	<i>David Ashworth-Smith – Senior Quantity Surveyor</i>
Vacancy reference (AP No.)	
Eligibility to apply	<p>Please note you are only eligible to apply for this role if:</p> <ul style="list-style-type: none"> • 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). • You are not in full time compulsory education. • You are able to meet the entry requirements of the qualification and to undertake the studying and coursework required to complete the course.

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.

Job Purpose

Working alongside and supported by one of our qualified Surveyors you will be required to follow a learning programme and to assist in the provision of Surveying for estimating/valuation purposes, programming, preparing Health & Safety Information within Property Services, this will include all work themes and will cover both domestic dwellings, Council offices, public buildings and schools. You will be required to complete 3 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 Leeds College of Building. As an Apprentice Surveyor you will complete Level 3 Surveying Technician Qualification as a minimum to carry out the role, opportunity to progress further will be encouraged.

Key areas of Responsibility

The following list is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- Assist Surveyors in the provision of surveying duties within Property Services, this will include all work themes and will cover both domestic dwellings, Council offices, public buildings and schools.
- Pricing of works estimates for a range of clients
- Site visits to advise on options
- Monthly assessments of completed values of work on site
- Produce Final accounts and work with Finance on income collection
- Assist with producing forecasts and profiles of work to complete
- Liaise with colleagues on the use of Sub Contractors. Using relevant software for issuing works packages.
- Work towards gaining competence in several tasks in relation to surveying duties and where required undertake tasks relevant to the role and business area to support the team whilst complying with relevant health and safety legislation.
- Attend training/college courses and complete all required work within deadlines as set out in your individual learning plan, college timetables and review meetings.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with Kirklees Council's policies and procedures.
- Be actively involved in wider corporate social responsibility initiatives aimed at delivering excellent services to tenants and customers.
- As well as Microsoft applications, use specialist estimating and cost software.
- To have a valid full driving licence on successful completion of the Apprenticeship.

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.

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.

Position of job in organisational structure

