

# Handyperson - Driver – Grade 5

## Job purpose

Within the Housing Solutions Service, the Accommodation Team provide and manage temporary accommodation, ensuring the Council's statutory duties are carried out. Our customers often have complex support needs and need to be provided with suitable and good quality temporary accommodation until suitable and permanent accommodation is secured. You will work in partnership with Housing Solutions Officers in the Accommodation Team to pro-actively turnaround void temporary accommodation properties, maximising the availability of the Council's temporary accommodation stock and minimising the use of expensive bed and breakfast style accommodation.

This role is based within [Growth and Regeneration](#). Find out more about [working for Kirklees](#).

## Key areas of responsibility

Your primary responsibility is to prepare temporary accommodation properties for customers who need the Council's assistance due to homelessness. This includes cleaning, decorating, minor repairs, and installing white goods, items of furniture, fixtures and fittings where required.

You will be required to prepare void properties for major repair work, such as clearing properties of abandoned possessions, refuse and waste.

You will be required to carry out minor repairs to tenanted temporary accommodation properties and will be required to assist with removing customers' belongings out of the accommodation.

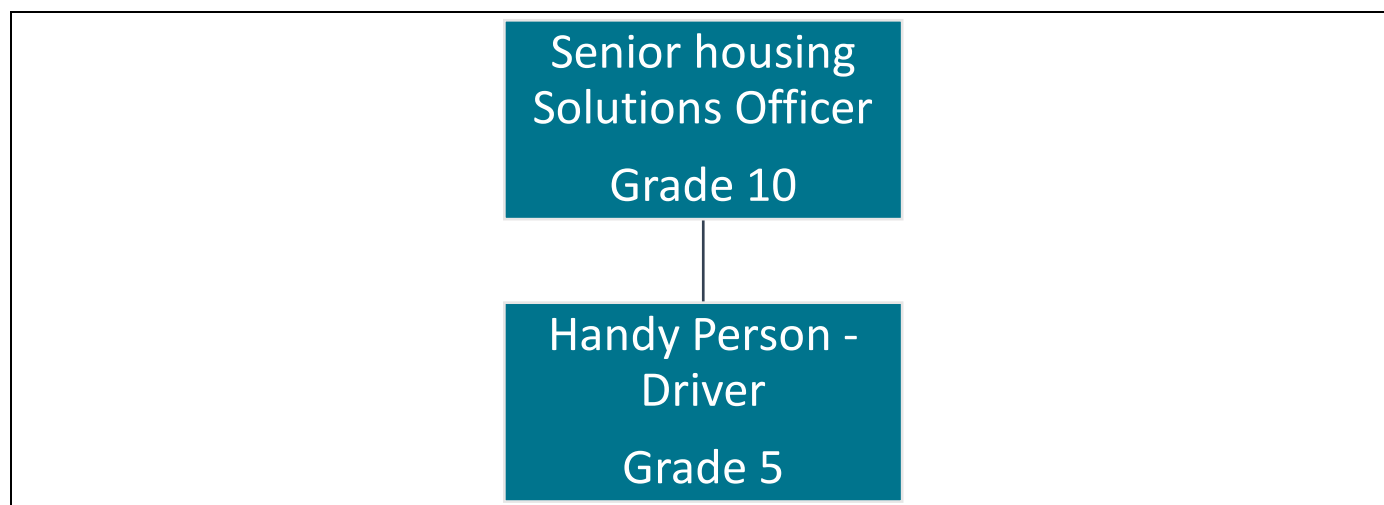
You will be responsible for holding master keys for all properties. You will need to allow access to other services where required, you will need to change locks where a property has been left un-secured or when the tenant no longer has a right to occupy the property.

You will be responsible for storing abandoned customer possessions safely and then disposing of these in line with relevant policies and processes if not collected.

Your work will be directed by the Housing Solutions Officers in the Accommodation Team who are responsible for void properties. It is essential that you are able to work on your own initiative and respond to the needs of the service on a daily basis. You will be expected to prioritise and manage your own workload and have the ability to deal with conflicting demands on your time.

You will take a highly visible role, and you will be required to deal directly with members of the public. You will be expected to deal in professional manner to customers who may be distressed and report any safeguarding concerns or anti-social behaviour.

## Position of job in organisational structure



## Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Experience of home and outdoor maintenance.	Essential
Knowledge of basic maintenance e.g. working with electrical appliances.	Essential
Understanding of basic gardening and building repairs.	Essential
Ability to use home maintenance and garden equipment safely.	Essential
You will be required to undertake the physical tasks identified in the job description. Following an offer of appointment, you will be required to undertake a standard medical screening and any other medical screening as determined by the Occupational Health Unit appropriate to occupational risk.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential

## Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful

- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 1. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience, and grade of this job.

## For Office Use Only:

Job Category	Venue Management	Grading ID	19380
Job ID	80100609	Last Updated	September 2020
Job Focus	No	Career Progression	No

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	Yes	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		