

## Apprentice Surveyor

<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>	Senior Quantity Surveyor
<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 Surveyor you will be required to complete 30-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.

### Job Purpose

You will work as an Apprentice Surveyor. You will be required to complete a 2.5-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 Leeds College of Building. You will complete a Construction Support Technician Apprenticeship and you will gain a Level 3 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.

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.

## 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

## 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.

## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Educated to hold at least 5 GCSEs at grade 4 standard including English and Maths 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

## 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.