



The Key to Your Successful Future

# Compliance Apprentice (Fire)

Kirklees Neighbourhood Housing (KNH) is responsible for almost 22,000 homes across Kirklees. Working with our communities it is our vision to provide, 'Quality Homes and Services in successful communities'.

We're looking for enthusiastic people to help us deliver fantastic services to our customers while learning valuable skills that will set you up in a new career.

## About the job

<b>Job Title:</b>	Compliance Apprentice (Fire Safety)
<b>Qualification:</b>	NVQ Level 3 qualification in the Built Environment
<b>Working week:</b>	37 hours Monday – Friday (hours to be confirmed)
<b>Wage:</b>	£8.20 per hour

If you have an interest in fire safety, and would like to learn how we manage fire safety in our properties through Risk Assessments, site inspections and remedial works, consider our Compliance apprenticeship programme.

You'll receive tailored on-the-job training from our in-house experts, combined with early responsibility to help you develop and progress. You'll be working towards a nationally recognised qualification – a NVQ Level 3 in the Built Environment.

The Compliance (Fire Safety) apprenticeship will combine on-the-job learning with a programme of training and development. Your role might involve:

- Being aware of new fire safety legislation and how that will affect our business.
- Assist the Technical Officers (Fire) in ensuring that Fire Risk Assessments are undertaken in time, the findings are accurately logged in our Fire Safety software, and the actions are issues to our in-house repairs team, or improvement contractor(s).
- Assist the Technical Officers (Fire) in ensuring quality assurance checks are completed on all Fire Risk Assessment information received, and that all actions and mitigating measures are reported on a weekly, monthly and quarterly basis.
- Assist the Clerk of Works (Fire) in ensuring that all fire safety-related works undertaken on site meet their safety requirements and quality specifications, and that evidence is collated and logged in our Fire Safety software.

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- Assist the Technical Officers (Fire) in the investigation of fire incidents on site, working with West Yorkshire Fire and Rescue Service on the cause, learning outcomes, and creating schedules of remedial works.
- Assist the Property Assistant (Compliance) in monitoring and reporting findings and repairs from Daily/Weekly/Monthly Fire Safety Checks, undertaking trend analysis, and providing reports to the General Manager – Compliance and Quality.

## About you

We need our staff to be driven to achieve their best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work. This means you'll need:

- Clear goals about what you expect to achieve from your placement and a commitment to successfully complete KNH's apprenticeship programme and college work.
- A positive approach to work, including being on time, following instructions, commitment to learning new skills and responding to feedback
- To treat people respectfully and fairly and to build good working relationships with colleagues and customers
- To follow key policies and procedures including health & safety, safeguarding and data protection

The right behaviours and attitudes are as important to us as the skills you bring to the job, so we expect all our people to be:

- Progressive
- Engaged
- Respectful
- Customer focused
- Honest

## About us

We care about our people and in return for your commitment, you'll get

- Great opportunities to learn and develop your skills, both on the job and at college
- A nationally-recognised qualification (NVQ)
- Support from colleagues and managers
- Generous terms & conditions, including 27.5 days annual leave, plus bank holidays

While we can't guarantee a job at the end of your apprenticeship, you'll be well placed to apply for any vacancies at that time.

*Please note that this role profile is to provide you with 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 for this job.*



## Application & assessment process

Application for this apprenticeship can be made online by visiting [www.kirklees.gov.uk/jobs](http://www.kirklees.gov.uk/jobs).

To be eligible for our Compliance apprenticeship programme, you will need:

- To be:
  - Enthusiastic
  - Hard working
  - Punctual
  - Committed
  - Able to work as part of a team and individually
- Basic IT Skills
- Good communication skills
- Qualifications
  - to have achieved or be working towards 5 GCSE's or equivalent at grade 5 (A\* - C) and above, including Maths and English (not literature), as well as having knowledge to level 1 equivalent for commonly used office computer applications

As part of the selection process, you may be assessed on the following:

- Levels of literacy and numeracy
- Levels of achievement in any specific trade entry assessments
- Participation in a practical taster session
- Ability to learn, both in a classroom setting and on-site

We may also need to do further checks before we offer you a placement, for example for criminal convictions, safeguarding and health screening.