



The Key to Your Successful Future

# Compliance Apprentice (Asbestos)

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 (Asbestos)
<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 asbestos, and would like to learn how it is surveyed, where it can be found, risk assessed, and managed in our properties, 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 Level 3 in the Built Environment.

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

- Being aware of new asbestos management legislation and how that will affect our business.
- Assist the Technical Officers (Asbestos) in ensuring that appropriate Asbestos Survey information is available before works are undertaken, and if not, that relevant surveys are commissioned with external contractors.
- Assist the Technical Officers (Asbestos) in ensuring that all Asbestos Surveys received are subject to quality assurance checks, with issues logged for discussion as part of contract performance management meetings. This will include quality assurance visits on site to audit survey results.
- Assist the Technical Officers (Asbestos) and Surveyor (Asbestos) in the management and delivery of the asbestos re-inspection programme to communal areas and domestic properties, and the update of the Asbestos Management software with the inspection information.



- Assist the Technical Officers (Asbestos) and Surveyor (Asbestos) in maintaining a programme of quality assurance checks of asbestos removal works.
- Assist the Property Assistant (Compliance) in updating the Asbestos Register with new survey information, removals and encapsulation works.

## 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.