**Example Job Description adapted to apprenticeship**

The following amendments (highlighted in red text) must be applied to all posts advertised as apprenticeships

The following amendments (highlighted in blue text) are indicative amendments to the substantive job description. Similar amendments should be considered to the relevant job description to help differentiate apprentice responsibilities and accountabilities.

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| Last updated: | March 2017 |

**JOB DESCRIPTION**

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| Post title: | **Apprentice Electrician**  |
| Academic Unit/Service: | Estates and Facilities |
| Faculty: | n/a |  |  |
| Career pathway: | CAO | Level: | 3 |
| \*ERE category: | n/a |
| Posts responsible to: | Electrician (3) and Electrical Chargehand (4) |
| Posts responsible for: | n/a |
| Post base: | Non Office-based  |

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| Job purpose |
| Complete the required academic and practical training requirements of the electrician apprenticeship, as provided for by the University’s nominated training provider, in order to successfully achieve an electro-technical Level 3 NVQ Diploma qualification and be able to complete the job role of an Electrician. Gain knowledge and understanding in how to undertake the day to day inspection, repair, maintenance and minor refurbishment of all electrical equipment and installations in the University (excluding Business and Community Services properties and Southampton Oceanography Centre).At all times work with due regard to relevant Health and Safety regulations and requirements. |

| Key accountabilities/primary responsibilities |  |
| --- | --- |
|  | Assist with carrying out inspection and testing to BS7671 Regulations and University of Southampton policy standards. Supporting the investigation and rectification of faults on electrical services. |  |
|  | Assist with undertaking planned maintenance activities on electrical services in accordance with schedules produced by the Assistant Electrical Engineer. |  |
|  | Ensure that all works are completed within the time limits that apply to each priority and complete the necessary paperwork on time and place in system. Complete records ensuring compliance within own area of responsibility, as directed. |  |
|  | Assist trade staff to survey the work required and support with arranging access where appropriate, liaising with the occupying department. Carry out work as required, ensuring the site is left clean and tidy. |  |
|  | Assist with measuring up for materials and ordering in conjunction with the Stores Manager. Collect equipment and raw materials from store and collect and process utility meter readings as directed. |  |
|  | Support with the provision of out of hours cover in accordance with the electricians call out roster |  |
|  | Follow safety rules and procedures and use work equipment and personal protective equipment (PPE) correctly.  |  |
|  | Participate in training and development opportunities as necessary to increase skills, knowledge and qualifications appropriate to the role.  |  |
|  | Take on work in own right as experience increases (at discretion of Electrical Services Manager). |  |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| Internal & External Relationships: (nature & purpose of relationships)* Electrician – receiving advice and instructions regarding work
* Assistant Electrical Engineer and Chargehand – receiving advice and instructions regarding work.
* Estates staff generally – sharing information about the operation and maintenance of electrical services.
* University ‘customers’ – sharing information about electrical services, particularly regarding rectification of faults.
* Training provider – attending academic and practical training sessions and receiving advice and instructions regarding work
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Minimum 4 GCSE ‘O’ Levels including Maths and English at Grade D or above. | 1st year C&G 2365.Good reports from school or place of studyCraft GCSE | CV/Evidence at Interview |
| Planning and organising | Self-starting and motivated with a positive attitude. | Able to plan and organise own work and take instruction from others | CV/Evidence at Interview |
| Problem solving and initiative | Enquiring and inquisitive mind. |  | CV/Evidence at Interview |
| Management and teamwork |  | Present/Previous membership of group: scouting etc. | CV/Evidence at Interview |
| Communicating and influencing | Good written and verbal skills |  | CV/Evidence at Interview |
| Other skills and behaviours |  | Evidence of Part-time WorkVoluntary Work | CV/Evidence at Interview |
| Special requirements | Ability to attend off-site learning / training by own methods |  | Evidence at Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [ ]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [x]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  | x |  |
| Extremes of temperature (eg: fridge/ furnace) | n/a |  |  |
| ## Potential for exposure to body fluids | n/a |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | n/a |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | n/a |  |  |
| Frequent hand washing | n/a |  |  |
| Ionising radiation  | n/a |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  | n/a |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  | n/a |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | n/a |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  | x |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling | x |  |  |
| Repetitive crouching/kneeling/stooping | x |  |  |
| Repetitive pulling/pushing | x |  |  |
| Repetitive lifting | x |  |  |
| Standing for prolonged periods | x |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | x |  |  |
| Fine motor grips (eg: pipetting) | x |  |  |
| Gross motor grips | x |  |  |
| Repetitive reaching below shoulder height | x |  |  |
| Repetitive reaching at shoulder height | x |  |  |
| Repetitive reaching above shoulder height | x |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public | x |  |  |
| Lone working | n/a |  |  |
| ## Shift work/night work/on call duties  | n/a |  |  |