

ROLE TITLE	Construction Apprentice
DEPARTMENT	Construction
OPERATING ASSOCIATION/ DIRECTORATE	Orbit Homes
RESPONSIBLE TO	Site Manager
RESPONSIBLE FOR	N/A

ROLE PURPOSE
<p>This role will support the Site Management Team in supervising specialist contractors and employees on construction projects and will be based on construction sites with occasional time in offices.</p> <p>Project work: As part of our Apprentice Programme, you will also have the opportunity to work as a cohort on a live business problem, scoping, researching, piloting and evaluating.</p> <p>Through a combination of work shadowing, project work and mentoring, we will help the successful candidate develop the professional and technical skills for this role.</p>

ACCOUNTABILITIES / RESPONSIBILITIES
<ul style="list-style-type: none"> • Supporting the Site Managers in the supervision of specialist contractors. • Supporting the Site Managers in the control of health and safety standards on construction projects. • Recording, control and reporting of progress on a construction project. • Supporting with the control of quality of works on a construction project. • Assisting commercial staff with the monitoring of costs on a construction project. • Undertaking risk assessments. • Assess, identify and record environmental impact of projects. • Assist in the implementation of the most appropriate solutions for construction projects. • With the support of the Site Managers, use effective management principles and be able to supervise construction workers. • Understand overall plan for project and measure and record progress against plan. • Assess and report on quality standards and assist in commissioning of finished construction projects. • Understand financial and legal constraints and measure and record progress against budget. • Completing any other duties relevant to the role. • The apprenticeship will be for 36 months period and the postholder will work towards gaining a Level 4 Construction Site Supervisor apprenticeship.

KNOWLEDGE/SKILLS/EXPERIENCE/PHYSICAL REQUIREMENTS	
Essential	<ul style="list-style-type: none"> • 5 GCSE at grades (*A-C/9-4) or equivalent including Mathematics and English at Grade 4/C or above. • Good knowledge of Microsoft Word and Excel. • Good written and verbal communication skills. • Excellent communication skills. • Good problem solving skills. • Good attention to detail. • Ability to work under pressure. • Good organisational, planning and time management skills. • Be able to work within own level of competence and know when to seek advice from others. • Work within Rules and Regulations of Professional Competence and Conduct for the industry's recognised professional bodies. • Identify own development needs and take action to meet those needs. • Understand the importance of equality and diversity and demonstrate these attributes so as to meet the requirements of fairness at work. • Be able to contribute effectively to meetings and present information in a variety of ways including oral and written. • A team player and able to work with others in a collaborative and non- confrontational way. • The ability to be able to travel between construction sites.
Desirable	<ul style="list-style-type: none"> • An Advanced apprenticeship in a Construction Subject or a BTEC Level 3 in Construction or Civil Engineering.

Orbit is an Equal Opportunities Employer and all staff are required to understand and adhere to Group and local policies and procedures relating to Equality and Diversity

Orbit requires all employees to read and adhere to Health and Safety policies and procedures

Orbit requires all employees to read and adhere to all Orbit policies and procedures and Standing Orders.

Signed by Employee		Date	
Signed by Manager		Date	