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**J Job Description**

Title: **Parks & Projects Technical Apprentice**

Grade: **Apprentice**

**Responsible To:**

Senior Parks Technical Officer

**About the job:**

As the Parks & Projects Technical Apprentice, you will support the Parks & Projects Technical Team and the Landscape Team with the planning, design, procurement and construction of a broad range of improvement projects and parks technical tasks across the borough’s parks, green spaces, play areas and other public places.

Under supervision, over the course of the apprenticeship, the successful applicant will undertake the following duties:

* Working with the technical team on the planning of improvement projects including carrying out site surveys/assessments and preparing cost estimates.
* Assisting with the design of schemes with the opportunity to get involved with drafting site plans and construction details.
* Assisting with the monitoring and management of contracts, monitoring compliance with specifications, progress and safe working procedures.
* Working with the council’s Landscape Team to carry out improvements and repairs to the hard landscaping and other structures within the borough’s parks and open spaces
* Participating in development activities as required.
* You will assist the team in the provision of information and advice to elected members, external organisations and agencies, council officers and the public as required in a courteous professional manner.
* Where applicable, to use council vehicles, property and communication equipment in a safe and responsible manner.
* To identify and report any potential hazardous problems or service improvements within the borough.
* To help meet targets and achieve improvements in line with Corporate and Service Plan objectives.
* To study and successfully achieve relevant Apprenticeship qualifications.



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| **Responsibilities:****Team:*** You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times**.**
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:*** You will carry out your duties and responsibilities in line with the Authority’s Health & Safety Policy and associated regulations and legislation.
* You will actively engage with customer care and value for money.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities where applicable.

**Organisational:*** You will be prepared to take on, with sufficient assistance from the team, responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.
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**What the successful candidate will have or will work to gain:**

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| **Qualifications*** Qualified to a minimum standard of 3 GCSEs at grade C or above, which must include Maths, English, a science subject is desirable
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| **Experience*** Experience of working closely with individuals and as a member of a team
* Experience, and knowledge, in using Microsoft Office programmes and a willingness to learn other software commonly used in the industry
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| **Knowledge** * Knowledge or a willingness to learn about public realm and greenspace design, construction, engineering work in a local government environment
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| **Skills & Abilities*** Strong communication skills, both verbally and in writing
* Ability to cope with fluctuating workloads and deadlines
* Ability to generate ideas and practical solutions to project related problems
* Knowledge of relevant health and safety requirements
* Knowledge of and ability to use a wide variety of computer applications with a working knowledge of internet, word processing, spreadsheets
* Challenging established procedures and driving continuous improvements.
* Providing clear vision, direction and focus. Demonstrating role model behaviours.
* Celebrate success and recognition, achieve results and manage performance.
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