

Role Profile

Role Profile Created: 1st May 2015

Post Title:	Modern Apprentice (Facilities Management)
Grade:	Modern Apprentice

ROLE DEFINITION

To undertake a Modern Apprenticeship and contribute to the efficient and effective delivery of the service.

KEY TASKS AND RESPONSIBILITIES

Corporate Responsibilities

- To undertake individual role in line with the Council's Strategic Priorities and in compliance with the Council's corporate policies and procedures.
- To undertake any other reasonably required duties as instructed by Management or someone acting on their behalf, in addition to the role specific tasks & responsibilities detailed below.

Role Specific Tasks & Responsibilities

Under supervision, and with support and guidance, the Modern Apprentice will undertake the following duties and responsibilities:-

- Setting up and clearing of equipment for events.
- In accordance with Health & Safety practice, understand how facilities are safely and properly used.
- Undertake training associated with financial and procurement procedures.
- Undertake operational management processes associated with the service.

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ESSENTIAL / DESIRABLE CRITERIA

	Essential	Desirable	Evidence
Education and Qualifications		<ul style="list-style-type: none"> Core Skills at Level 5 	<ul style="list-style-type: none"> Application Form Interview
Experience		<ul style="list-style-type: none"> Relevant knowledge and / or experience gained from education, voluntary or part time work 	<ul style="list-style-type: none"> Application Form References Interview
Specialist Knowledge		<ul style="list-style-type: none"> Awareness of Health & Safety 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)
Skills and Abilities	<ul style="list-style-type: none"> Written and verbal communication skills Ability to work on own initiative or as part of a team Motivated and enthusiastic Willing to take and follow instruction 	<ul style="list-style-type: none"> Computer skills, including use of Word and Excel 	<ul style="list-style-type: none"> Application Form References Interview
Other	<ul style="list-style-type: none"> Ability to travel throughout North Ayrshire 	<ul style="list-style-type: none"> Flexible approach to work 	<ul style="list-style-type: none"> Application Form Interview Pre/Post-Interview Check (if appropriate)

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OUR STAFF VALUES & BEHAVIOURS

Value	Behaviours
<p>Focus.</p> <p><i>we</i> put our customers first <i>we</i> understand the bigger picture</p>	<ul style="list-style-type: none"> • Provide excellent customer services.
	<ul style="list-style-type: none"> • Meet and where possible exceed the expectations of internal and external customers.
	<ul style="list-style-type: none"> • Understand the performance levels and standards required within our own role and strive to achieve and where possible exceed these.
	<ul style="list-style-type: none"> • Know how the work we do fits into the overall performance of the Council.
<p>Passion.</p> <p><i>we</i> take pride in the jobs we do <i>we</i> are ambitious for our community</p>	<ul style="list-style-type: none"> • Take ownership of our own actions and performance.
	<ul style="list-style-type: none"> • Reflect on the work we do and consider how it could be improved.
	<ul style="list-style-type: none"> • Have a positive impact on the lives of our customers and their communities.
	<ul style="list-style-type: none"> • Push the boundaries to help our customers and communities realise their potential.
<p>Inspiration.</p> <p><i>we</i> all look for better ways to deliver our services <i>we</i> achieve the best results by working together</p>	<ul style="list-style-type: none"> • Find new ways to deliver improvements, efficiencies and value for money.
	<ul style="list-style-type: none"> • Embrace change with enthusiasm and creative ideas.
	<ul style="list-style-type: none"> • Work together and creatively produce the best outcomes for our customers and communities.
	<ul style="list-style-type: none"> • Plan all activities with the end goal in mind.