

**WHERE
CAREERS
THRIVE**

**When potential
is unlocked,
talent *thrives***



**West
Northamptonshire
Council**

Trainee Maintenance Officer

Facilities Management, Assets and Environment.

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



**West
Northamptonshire
Council**

Purpose and impact:

To learn the skills to assist in delivering a programme of maintenance and repairs at West Northamptonshire Council's corporate buildings, including reactive, compliance and pre-planned work such as small decorating jobs, building checks, changing taps, unblocking toilets and maintenance tasks that support keeping WNC corporate buildings safe, warm, and dry.

Accountable to:

This role is accountable to the Maintenance Supervisor. The role sits within Assets and Environment, part of the Place, Economy, and Environment Directorate in West Northamptonshire Council.

Responsibilities:

1. To assist the Maintenance Team in undertaking building checks, repairs, and cleaning at WNC corporate buildings to ensure they are fit for purpose for Customers and a diverse workforce.
2. To assist the Maintenance Team with general maintenance to heating, lighting, drainage, and mechanical systems to ensure that the buildings remain safe, warm, and dry.
3. To undertake small decorating jobs such as painting, putting up shelves, flooring, and tiling to ensure a pleasant working environment for staff and for visitors.
4. To assist with preparing the function rooms within corporate buildings for meetings and events to ensure that they are to the requirement of service users and external clients.
5. To undertake the movement of office furniture in accordance with manual handling procedures.
6. To escort contractors to appropriate areas and ensure that works are carried out correctly and signed off by an appropriate member of staff.
7. To assist with setting up barriers and staging equipment correctly and safely.
8. To be able to work proactively and reactively due to the constant changing demands of the job.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Aptitude for working hands on	Essential	A, I
Excellent communication skills	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Basic understanding of COSHH regulations	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Manual handling	Essential	A, I
General maintenance	Essential	A, I
Cleaning techniques.	Desirable	A, I

Education, training and work qualifications:	Essential / Desirable	Measured by
Grade 3 or above GCSE in English	Essential	A, I, D
Grade 3 or above GCSE in Maths	Essential	A, I, D
Full clean driving licence	Desirable	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	08:00 – 16:00	Primary work base:	One Angel Square
Job family band:	Operations & Infrastructure	Worker type:	Field-based worker
Salary range:	£26,083 – £26,495	Budget responsibility:	n/a
People management responsibility:	n/a		

Working conditions & how we work:

This role involves regular manual handling, working at height and using hand and power tools. The role is field based which means that the successful applicant will be working in and around the corporate buildings. However, there will be a small amount of administration which will require the use of a computer. The role has been identified as a fixed worker type, which means that there is no scope to work from home. The successful candidate will be willing to train to assist with fire evacuations. All requisite training will be provided.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

