

# Job Description and Person Specification



## POST IDENTIFICATION

<b>Post Title:</b>	Refuse and Cleansing Apprentice
<b>Job Evaluation ID:</b>	2105CE
<b>Grade:</b>	3 £18,887 (SCP03) to £19,264 (SCP04)
<b>Directorate:</b>	Economy and Environment
<b>Division:</b>	Community and Leisure Services
<b>Section:</b>	Waste Strategy and Operations
<b>Location:</b>	Tir-y-Berth Depot
<b>Responsible to:</b>	Waste Strategy and Operations Manager

## JOB PURPOSE

The Apprentice will undertake duties within the Waste Strategy and Operations team to gain an overview and understanding of the service. This is a developmental role, working towards gaining experience and understanding to support the team.

Successful completion of a Level 2 Foundation Apprenticeship qualification through the Welsh Apprenticeship Framework.

## RESPONSIBILITIES

### Job Specific

Support the team in the day-to-day operation of the service.

Develop an understanding of all aspects of the work relevant to the role and the service area.

Undertake a range of tasks as directed by the line manager, this will mainly include litter collection, street cleansing and household waste stream collections along with an introduction to the wider Waste Strategy and Operation team.

Learn and utilise good communication skills to provide general support and assistance to the service area.

Complete tasks in an efficient and timely manner.

Work effectively and cooperatively as part of the team.

Where required, use technology to support day to day operations.

Ensure compliance with any quality assurance system introduced.

Engage in all work-related training and work effectively with the training provider to complete the qualification within agreed timeframes.

The majority of duties undertaken will involve working outside in all weather conditions, including walking long distances every day. Sometimes there will be a requirement to work in extreme adverse weather especially during the winter periods with low temperatures, rain, ice and snow and during the summer with high temperatures and heavy rain.

### **Organisational**

Understands and demonstrates the principles of confidentiality.

Work within the policies and procedures of the Council including recognising the duty to protect vulnerable adults, children and young people.

Understands and demonstrates commitment to the Council's policies.

Demonstrate commitment to ongoing personal development.

**The duties and responsibilities are difficult to define in detail and may vary from time to time without changing the general character of the duties or level of responsibilities entailed. The post-holder is therefore expected to undertake such other duties as may be requested provided the general character of the duties or level of responsibility does not change.**

**PERSON SPECIFICATION**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Ability to undertake a Level 2 qualification on the Credit and Qualifications Framework for Wales (CQFW).	
<b>KNOWLEDGE</b>		An understanding of Council services.
<b>SKILLS</b>	<p>Able to work as part of a team.</p> <p>Able to communicate with colleagues and service users.</p> <p>Able to complete tasks in agreed timeframes.</p> <p>Able to follow a structured training programme.</p> <p>Committed and motivated to personal development.</p>	<p>Welsh language skills.</p> <p>Able to use your initiative to resolve simple problems.</p> <p>Confident using IT (for example: email and word processing)</p>
<b>EXPERIENCE</b>	No direct experience required for this role but candidates will need to evidence a genuine interest to develop skills and experience in this area of work.	
<b>OTHER</b>		Able to travel throughout the County Borough during the working day.

For Office Use:	
Politically Restricted:	No
Disclosure and Barring Service Check:	No
Barred List Check:	No
Baseline Pre Employment Medical Assessment:	Yes
Registration:	No
Job Description Completion / Review Date:	09/03/2022