

## Environment Assistant

<b>Level:</b>	TFE
<b>Team:</b>	Social Investment
<b>Line Manager:</b>	Assistant Team Leader

### About the Job

- Gain valuable placement experience designed to support you to secure further employment not restricted to Vico Homes.
- Undertake self-development progression to achieve work skills, self-confidence and employment objectives.
- Work within a small multi-disciplinary team to ensure that the environmental projects on Vico Homes estates are completed and maintained to a high standard.

### You'll be trusted to

- Work as part of a dedicated team to deliver a range of Environmental services including Fencing, Cleaning and Painting.
- Carry out any other appropriate task as instructed by Team Leader / management.
- Demonstrate a desire and commitment to support self-development.
- Be aware of and comply with organisational policies and procedures.
- Ensure that all work is compliant with Vico Home's approach to equal opportunities, data protection, and confidentiality.
- Fully engage in a range of training modules which comprise of practical skills, the safe use of tools and equipment and Vico Homes mandatory Health and Safety training and elearning.
- Carry out proactive estate-based activities which may include general litter picking, removal of fly tipping, graffiti removal, cleaning hardstanding areas, and any associated environmental works essential to a well-maintained environment.
- Follow training instructions given by the Team Leader.
- Take a proactive approach to the health and safety and welfare of self, colleagues and public.
- Undertake duties as directed by the Team Leader in ensuring Vico Homes sites are in a clean, tidy and safe condition.
- Co-operate with managers/team leaders, complying with statutory Health & Safety duties, reporting incidents, accidents, near misses and faults.
- Carry out a range of construction and environmental duties that aim to improve WDH estates including the removal and erection all types of fencing, internal decorations of void properties

and the cleaning of large blocks of flats.

- Ensure site cleanliness throughout the working day.
- Provide Customer Service Excellence to all Vico Homes customers when undertaking your duties.
- Work indoor or outdoor in all types of weather conditions
- Be prepared to work across all parts of the Vico Homes operating area as required.
- Work with other Vico Homes teams and sections of the business as required.
- Carry out any other reasonable duties as directed by team leader / manager that is appropriate to the overall purpose of the programme.

### Who you'll work with:

**Internal:** Vico Homes colleagues and managers

**External:** Vico Homes customers and other stakeholders

### Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



## The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
Have a commitment to Training for Employment development initiatives.	✓		AF/I/SWAPS
Able to spend prolonged periods of time standing and working in an outdoor and indoor environment	✓		AF/I
Able to lift/move moderate loads	✓		AF/I/SWAPS
An understanding of the concept of customer care	✓		AF/I/SWAPS
Able to work as part of a team and on own initiative	✓		AF/I/SWAP
Able to understand and carry out instructions	✓		AF/I/SWAPS
Have a positive, committed mindset	✓		AF/I/SWAPS
Able to use tools/aids to assist with daily duties		✓	AF/I/SWAPS
Demonstrate awareness and understanding of health and safety issues		✓	AF/I/SWAPS
Awareness of GDPR legislation		✓	AF/I/SWAPS
Have a commitment to Training for Employment development initiatives		✓	AF/I/SWAPS

### Key

#### SWAPS

AF	-	Sector Based Work Academy Programme
I	-	Application Form
CQ	-	Interview (this may include a presentation and occupational test where appropriate)
	-	Certificate of Qualification