



Job Description

Job Title:	Environment Assistant
Grade:	TFE
Section:	Social Investment
Reports to:	Assistant Team Leader
Responsible for:	N/A

The Job

Is to

- provide suitable placement experience enabling you to secure further employment not restricted to WDH;
- undertake self-development progression to achieve work skills, self-confidence and employment objectives; and
- Work within a small multi-disciplinary team to ensure that the environmental projects on WDH estates are completed and maintained to a high standard.

The Bigger Picture

You will:

- work as part of a dedicated team to deliver a range of Environmental services including Fencing, Cleaning and Painting;
- carrying out any other appropriate task as instructed by Team Leader / management;
- have a desire and commitment for supported self-development;
- be aware of and comply with organisational policies and procedures; and
- ensure that all work is compliant with WDH's approach to equal opportunities, data protection, and confidentiality.

The Day to Day

You will:

- fully engage in a range of training modules which comprise of practical skills, the safe use of tools and equipment and WDH 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 WDH 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 WDH customers when undertaking your duties;
- work indoor or outdoor in all types of weather conditions
- be prepared to work across all parts of the WDH Wakefield district as required;
- work with other WDH teams and sections of the business as required; and
- carry out any other reasonable duties as directed by team leader / manager that is appropriate to the overall purpose of the programme.

Personal Contacts:

Internal: Employees and managers

External: WDH tenants and other stakeholders

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. WDH principles reflect behaviour patterns which distinguish highly effective performance in a role. There are nine behavioural indicators which are split into three principles; Determination, Nous and Attitude and these are often referred to as DNA.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)	Shortlisting Criteria (Tick)
Qualifications/Training				
Have a commitment to Training for Employment development initiatives.	✓		AF/I/SWAPS	✓

Determination				
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	
Able to use tools/aids to assist with daily duties		✓	AF/I/SWAPS	

Nous				
An understanding of the concept of customer care	✓		AF/I/SWAPS	✓
Demonstrate awareness and understanding of health and safety issues		✓	AF/I/SWAPS	
Awareness of GDPR legislation		✓	AF/I/SWAPS	

Attitude				
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	✓
Have a commitment to Training for Employment development initiatives		✓	AF/I/SWAPS	

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