

Assistant Team Leader

Level:	Grade 7
Team:	Training for Employment
Line Manager:	Training for Employment Team Leader
Responsible for:	Work Placement Colleagues within the Training for Employment Team

About the Job

- Devise and deliver effective development initiatives to maximise the potential of individuals on work placement within Vico Homes, who will be working in groups or allocated to specific teams.
- Work with a small team undertaking environmental works including but not limited to fencing, ground works, grounds maintenance, painting, cleaning and caretaking.
- Ensure that all works are carried out in accordance with legislation, standing orders, financial regulations, procurement regulations, customer care, policies and procedure, good / best practice and specified time constraints when applicable.
- Provide effective support to individuals within the workplace to support their well-being and ensure that they receive maximum benefit from their placements.
- Complete support and development plans at agreed intervals to document the progress towards employability.

You'll be trusted to

- Lead, encourage, motivate and develop a small team ensuring quality of work and safety.
- Take responsibility for specific small and large projects.
- Be proactive in the safeguarding of vulnerable adults within the duties of the role.
- Communicate fully with all colleagues as appropriate and participate in maintaining good employee relations within all departments.
- Undertake investigations in line with organisational policies and procedures as necessary.
- Advise and report on accidents completing relevant paperwork.
- Ensure that all transport is utilised in a cost effective manner and all documentation is completed along with all safety checks, as necessary, in line with company policy.
- Participate in and applying the organisation sickness absence scheme, including return to work interviews, updating records, conducting enquiries and case counselling.
- Develop a strong customer focus within your team ensuring that all aspects of customer care are carried out in accordance with company policy.

- Ensure that training and development plans are developed and implemented to meet the needs of the service and individual.
- Apply and ensure that all appropriate health and safety regulations, CDM regulations, codes of practice and procedures are carried out.
- Take responsibility for site emergencies, reporting issues to the relevant people.
- Be a responsible first aider, willing to act and deal with emergencies.
- Provide effective and holistic support and guidance to participants with any problems or issues affecting their ability to undertake their role. These issues may or may not be work related.
- Take responsibility for specific projects within the training for employment section organising and delivering an efficient and effective service.
- Communicate, record and ensure team compliance with risk assessments, method statements and safe systems of work reporting any non-compliance.
- Undertake team briefings and toolbox talks with scheme participants.
- Support senior management in delivering the service, and any necessary tasks such as monitoring employee absence levels, workload and completing placement reviews.
- Undertake site inspections, quality control and photography.
- Ensure that all plant and tool is checked and maintained in good working order. Up-to-date records are kept complying with all safety requirements and legislation and that operatives are trained in its use.
- Undertake any other duties commensurate with the overall purpose of the job and the grade.

Who you'll work with:

Internal: All Vico Homes colleagues, Trade Union Shop Stewards.

External: Members of the public, Elected Members and other public bodies.

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)
A qualification at Level 3 of the Regulated Qualifications Framework, such as A levels, Award, Certificate or Diploma at level 3 or equivalent.	✓		AF/CQ
Valid CSCS card	✓		AF/CQ
An appropriate supervisory qualification equivalent to ILM 2 or above	✓		AF/CQ
Experience of organisation and control of Construction Projects / environmental installation works	✓		AF/I
Excellent planning and organisational skills and ability to prioritise workload to meet deadlines	✓		AF/I
Ability to contribute and work as part of a team to deliver excellent customer services and achieve targets.	✓		AF/I
Demonstrates an ability to use own initiative	✓		AF/I
Proven experience of presenting information and facilitating group discussion.	✓		AF/I
Significant experience working in a customer facing construction environment	✓		AF/I
Experience of providing support and guidance in a mentoring /coaching capacity	✓		AF/I
Commitment to develop, improve and deliver training programmes	✓		AF/I
Evidence of effective communication and motivation skills with stakeholders, managers and employees	✓		AF/I
Need to be fully aware of appropriate legislation and statutory requirements e.g. H&S, NSWRA employment D&I, CDM regulations	✓		AF/I
Evidence of works supervision	✓		AF/I
Ability to communicate with people at all levels	✓		AF/I
Willingness to undertake additional training if required for services and self-development.	✓		AF/I
An understanding of the methods of engaging with stakeholders and an ability to interpret stakeholder requirements	✓		AF/I
Self-motivated and able to respond effectively when under pressure	✓		AF/I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
The post holder must hold a valid driving licence and have access to a vehicle to travel throughout the Vico Homes operating area	✓		AF/CQ
The post holder may be required to attend meetings or work outside normal office hours	✓		I
First Aid at Work		✓	AF/CQ
IOSH Managing Safely / SSSTS/ SMST		✓	AF/CQ
NSWRS Operative and /or Supervisor		✓	AF/CQ

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification