



Job Description

Job Title:	Assistant Team Leader
Grade:	Grade 7
Section:	Training for Employment
Reports to:	Training for Employment Team Leader
Responsible for:	Work Placement Employees within the Training for Employment Team

The Job

Is to:

- devise and deliver effective development initiatives to maximise the potential of individuals on work placement within WDH, who will be working in groups or allocated to specific teams;
- ensure that all works are carried out in accordance with legislation, standing orders, financial regulations, procurement regulations, WDH 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; and
- complete support and development plans at agreed intervals to document the progress towards employability.

The Bigger Picture

You will:

- lead, encourage, motivate and develop a small team ensuring quality of work and safety;
- take responsibility for specific small and large projects;
- adhere to and apply legislation, Organisational Policies and Procedures and Financial Regulations as appropriate;
- Ensure work undertaken is accurately recorded, with documentation appropriately processed in line with organisational processes and procedures;
- be proactive in the safeguarding of vulnerable adults within the duties of the role;
- be required to work flexibly and undertake your duties at any location throughout the district dependant on the needs of the service;
- communicate fully with all employees 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; and communicate and advise where necessary to other staff their responsibilities in this area:
- take responsibility for site emergencies, reporting issues to the relevant people;
- be a responsible first aider, willing to act and deal with emergencies; and
- undertake any other duties commensurate with the overall purpose of the job and the grade.

The Day to Day

You will:

- work with a small team undertaking Environmental Works including but not limited to fencing, ground works, grounds maintenance, painting, cleaning and caretaking.
- 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;
- communicate to a wide range of people on a daily basis, representing WDH professionally at all times;
- apply, and record all appropriate health and safety requirements, ensure these are adhered to at all times;
- 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 team leaders/ 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; and
- ensure that all plant and tool is checked and maintained in good working order. Up-to-date records are kept to comply with all safety requirements and legislation and that operatives are trained in its use:

Personal Contacts:

Internal: All employees within WDH, Trade Union Shop Stewards.

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

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)
Qualifications and Training			
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
First Aid at Work		✓	AF/CQ
IOSH Managing Safely / SSSTS/ SMST		✓	AF/CQ
NSWRS Operative and /or Supervisor		✓	

Determination			
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

Nous			
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

Attitude			
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

Additional Requirements of the Job			
The post holder must hold a valid driving licence and have access to a vehicle to travel throughout the district	✓		AF/CQ
The post holder may be required to attend meetings or work outside normal office hours	✓		I

Key

AF - Application Form

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

CQ - Certificate of Qualification