



Installation & Maintenance Electrician Apprentice L3 (Apprenticeship)

Job Title	Installation & Maintenance Electrician Apprentice		
Salary			
Hours to be worked	37 hours per week (including 20% off the job training)		
Location	Horspath Road		
Service Area / Directorate	Property Services		
Line Manager	Contract Manager		
Budget (£)	Code: QA82	Funding	
Rehabilitation of Offenders Act 1974	Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Name of dedicated mentor	tbc		

This job is 'doing good' by

Oxford Direct Services delivers cost-effective public and commercial services. We are committed to 'Doing good business that's good for everyone', showing Commitment, Aspiration, Respect, Engagement and Safety to help make our work a success.

As an apprentice you will become an important part of ODS' work. You will, over time, work in varied areas and build your skills and knowledge, gradually taking on more responsibility as you grow.

Your apprenticeship programme will help you grow in your role and gain valuable skills and experiences for your current and future work. You will spend 20% of your working hours gaining skills and knowledge to work towards the apprenticeship standard. This will typically include attending colleges, on-line learning, webinars, coaching or shadowing.

On successful completion of installation electrician and maintenance electrician (level 3), apprentices will have achieved the industry desired level of competence to work as an electrician and will be eligible to apply for an ECS Installation/Maintenance Electrician Gold Card

This apprenticeship aligns with Institution of Engineering and Technology (IET) for Technician Member (TMIET) This apprenticeship aligns with The Electrotechnical Joint Industry Board for ECS Gold Card.

Responsibilities and main duties

Apprenticeship

- Actively engage with the apprenticeship training programme and meet the contractual requirements to complete the qualification.
- Raise any issues with the apprenticeship training programme at an early stage

- Attend all training sessions/events/classes/activities relevant to the qualification
- Complete all assessment and assignments on time
- Meet regularly with your mentor and actively participate in the apprentice network
- Ensure you meet the 20% off the job apprenticeship training criteria
- Take responsibility to maintain any learning activity log requirements
- Keep your line manager aware of your progress
- Take responsibility to ask questions about the work you do
- Learn from the people you work with on a day to day basis
- Be an active member of the ICT team by supporting the various relevant work requirements that will build your skills and knowledge in line with the apprenticeship training requirements

Role – as your ability grows you will be involved in:

- Install and maintain electrical, electronic, mechanical, electro-mechanical, and data installations, systems, equipment, and components.
- Fault finding, diagnosis and repair of electrical installations, systems, equipment, and components.
- Carry out inspection, servicing and planned preventative maintenance works in line with departmental programmes to a broad range of mechanical and electrical building engineering services.
- Carry out a variety of planned and reactive maintenance tasks as directed, always demonstrating flexibility in relation to tasks allocated.

Your role will grow into Installation of new circuits, rewiring properties. Problem solving and fault finding, have the ability to work with others as well as on your own in a competent timely manner.

Behaviour and performance

- Represent ODS in a positive way by showing behaviours that are expected of employees
- Raise any problems or issues with your line manager
- Understand the business of ODS and its purpose in 'doing good' and the values of CARES

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

Our commitment to Safeguarding

ODS is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for a person who has:

- GCSE Maths & English Level 2 (can be completed as part of the apprenticeship)
- The ability to be a team player and work to support colleagues
- Good interpersonal and communication skills
- Enthusiasm and a willingness to learn and develop their career

