



ADUR & WORTHING COUNCILS

Job Description & Person Specification

Authority	ADC / WBC
Directorate	Housing and Communities
Post Title	Multi Trade Operative
Post Number	
Accountable to	Multi Trade Operative Supervisor
Key leadership relationships	Internal: Members of the Council, Chief Officers and all other appropriate Council officers and managers External: Members and Officers of other bodies, specialist agencies, media, contractors and consultants, partner agencies across the public, private and voluntary sectors.
Work style	This role does not fall within the Blended Working Policy
Last updated	April 2024

Job Description - Principal purpose of job (role summary)

As a Multi Trade Operative you will support the Multi Trade Operative Supervisor by undertaking work in a variety of trades plus associated activities for the Building Services section, clear and clean properties. Such work to include housing and building maintenance, repair refurbishment and improvement, construction and alteration to tenanted / leasehold / vacant Council owned property.

Your manager will empower you to apply our principles - resilience, adaptability and participation - to your working practices.

Expectations of post holder

Willingness to embrace change and ability to adapt to new ways of working
Enthusiasm for working across teams in collaboration and partnership in order to help deliver Our Plan
Act with honesty and openness, and be brave enough to contribute your ideas and get involved
Bring your passion for delivering a high quality service for our residents to your role
Engage proactively in your performance and development conversations, and embrace opportunities to learn and grow
Live how we work with each other and our customers: • We listen • We say what we think & do what we say • We are inclusive & kind • We are ambitious • We think & act beyond ourselves and our service • We are a team
Promote the service and Councils positively at all times

Role specific Duties and responsibilities
To carry out work in various building trades to a very high standard, by interpretation of written works orders and or verbal instruction. Be able to use all machinery associated.
Be conversant in Carpentry, Brickwork, Plumbing, Glazing & UPVC fixtures and fittings, general maintenance.
Use a provided vehicle for council business only. Maintain records of stock used from vehicle, keep stock levels as per first issue. Accurately fill in all appropriate paper work associated to the vehicle.
Ensuring all job completion targets are met, and that materials used are recorded with the purchasing officer. On completion all work details, time, materials will be recorded on the works order and handed in to the Multi Trade Operative Supervisor daily.
Understand regulations such as working at height, asbestos awareness, as well as following building control legislation, and be able to implement all.

Remove generated rubbish from property and take to a designated tip or transfer station, clean properties to a given specification on completion of works.
To participate in the operation of a duty rota and out of hours rota systems for the effective operation of the housing service and to cover for absent colleagues.
Undertake all duties in accordance with Council policies, the Code of Conduct for Officers, and in particular policies relating to Customer Care and Equal Opportunities
Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies

As the post holder, you will be required to undertake such other duties as may be required within your grade and competence, and therefore the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

Adur & Worthing Councils recognise the need to ensure the welfare of children and vulnerable adults when they come into contact with services provided by the Councils. Employees, volunteers and Elected Members have regular contact with the general public during the course of their work and are in a position to observe signs which might indicate that a person is at risk of harm and abuse. If signs, which cause concern, are observed, all employees (temporary and permanent), volunteers and Elected Members have a duty to report allegations, disclosures and suspicions of abuse or neglect in line with the Councils' [Safeguarding Policy](#).

Person Specification:

The core skills and competencies below are taken from our organisational [Skills and Competencies Framework v1.0](#) and are an indication of the expectations we have of our employees. The full document will be shared with you as part of the onboarding process.

Participative	Build strong relationships with people inside and outside your team and organisation to make a difference to improved outcomes for the local area Engage in clear and positive written and verbal communication to help people understand what you want to achieve and how they can help Value the unique strengths of people from different backgrounds to promote a culture of inclusion, equality and diversity More detail can be found in the Participation Skills & Competencies.
Adaptive	Adopt an active interest in learning and development opportunities that will enable you to strengthen and broaden your skills Experiment with new ways of working to help continuously improve how we deliver outcomes (including through the use of digital tools and platforms) Anticipate new challenges & opportunities to be able to adapt to change around you
Resilient	Embrace a consistently positive attitude and effectively prioritise workload to support your own wellbeing Cultivate a supportive environment with colleagues so people feel part of a team that looks out for each other Prioritise the use of resources that helps us be financially and environmentally sustainable
Leadership	Be open to coaching approaches to support others in finding solutions to problems Role model the principles above to inspire others to demonstrate positive behaviours Develop an understanding of the political processes that guide our organisation and show commitment to the safeguarding of others

	Essential	Desirable
Qualifications	City and Guilds, B Tech or equivalent NVQ or documented experience in an appropriate construction trade	
Knowledge	Knowledge of construction and/or building maintenance	

Experience	Experience in construction and/or building maintenance	
Communication	Speaks confidently conveying clear messages to a wide range of audiences Conveys written information clearly and accurately to a wide range of recipient.	
Relationship Building	Builds positive and productive working relationships with a wide variety of individuals including staff, managers and residents to support tenants needs. Positive attitude to customers and to the delivery of high quality services. Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues	
Analytical	Has an analytical approach and professional curiosity, for example to try new ways of doing things to increase effectiveness and efficiency Demonstrates an eye for detail and good concentration Able to interpret analytical data and work to KPI's.	
Planning/ Organising	Establishes clear targets, defines plans and co-ordinates resources in order to meet them. Able to manage high volume and complex caseloads.	
Other requirements	Good Standard of fitness commensurate with all expected duties. Driving Licence Valuing kindness and compassion in the workplace Acceptance of political restriction Able to travel within the Adur and	

	Worthing Districts	
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Job description & Person Specification agreed by:

Post holder (Print name):	
Signature:	
Date:	