

## JOB DESCRIPTION

- Job Title:** Technical Apprentice
- Job Purpose:** As an apprentice within the Design and Technical department, you will be assisting colleagues with a range of duties whilst we support you working towards the Level 3 NVQ and BTEC qualifications. Working alongside experienced engineers and designers, learning all aspects of modern housebuilding design and engineering.
- Scope:** The person must be reliable, enthusiastic and conscientious whilst displaying common sense and flexibility in supporting the department.

### Key Responsibilities

- Photocopying, collation of information, filing and emailing
- Liaising with relevant departments regarding existing development plans
- Understanding design packages and their practical application
- Visiting sites with experienced technical staff
- Attending workshops at Coleg Cambria to complete BTEC level 3, Construction in the Built Environment
- Diary management and meeting room bookings
- To work and perform in a safe and conscientious manner
- Keep accurate training records/diary
- Attend approved NVQ course
- Be punctual and keep employer informed of potential absences

### Working Relationships:

Effective working relationships are an essential part of daily working life. The focus in this role is:

**Internal** – Divisional technical department and other divisional stakeholders, H&S, site based construction staff, sales, commercial.

**External** – College staff, local authorities, consultants

**These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.**