

**Housing Plus Group**  
**Job profile and person specification**

Role title	Multi-Skilled Plasterer (Planned Works)	Date	December 2019
Reports to	Team Leader	Version	

<b>Job purpose:</b>		
To carry out high quality plastering and maintenance work to the Group's properties on a planned program to undertake qualifying repairs as appropriate.		
<b>Main accountabilities:</b> List in order of priority, the major activities, or functions necessary to achieve the job's end results.	<b>Time (%)</b>	
<p>1 Repairs work –</p> <p>To carry out all the traditional duties of a multi-skilled tradesman, including working at height, carpentry, wet trades and building plus related finishes, patching and making good tasks, as requested by the Supervisor / Client instruction.</p> <p>To carry out work according to instructions and to a high quality standard, and to meet appointments and targets set out within the repairs policy, to keep materials usage to a minimum consistent with required quality standards,</p> <p>To collect job orders and arrange visits to keep pre-arranged appointments, as appropriate.(Moving to electronic means)</p> <p>To carry out jobs according to instructions and to keep materials usage to a minimum consistent with required quality standards, obtaining approval whenever any substantial variation from orders is required.</p> <p>To report to the Supervisor any additional items or defects encountered during the course of day-to-day work. And take Photos to evidence.</p> <p>To ensure that work is carried out in accordance with all Health and Safety at Work regulations and codes of practice, including wearing protective clothing as supplied, and to attend training as requested.</p> <p>To maintain up-to-date knowledge, with training where appropriate, of standards applicable to individual trade.</p>		
<p>2 Supplies –</p> <p>To reduce the amount of visits to suppliers by pre arranging deliveries where appropriate or collect necessary goods from stock maintain a van stock on your vehicle.</p> <p>To ensure that all tools, vehicles, equipment and plant used are kept in good, clean working order and serviced as per agreed timescales.</p>		
<p>3 Administration –</p> <p>To keep accurate daily and weekly records of work carried out on job tickets and timesheets or portable computer, in accordance with procedures. Able to undertake work to agreed schedules of rates costs/ timescales.</p>		
<p>4 General –</p> <p>To work on own indicative and pre plan work in advance.</p>		

	<p>To undertake work in accordance with Fair landlord parameters</p> <p>To work management directed overtime as required payable in accordance with agreed rates of pay.</p> <p>To maintain a professional and cordial relationship with tenants whose homes are visited</p> <p>To ensure that the Group's Equal Opportunities Policy is fully implemented at all times.</p> <p>To carry out other duties appropriate to this post, as necessary.</p> <p>To participate in Standby duties for the Section on a rota basis, as and when required by the Group.</p>		
<p><b>Financial responsibility:</b> Enter below any revenue, operating or capital budgets for which the role is accountable.</p>			
<p><b>Health and Safety:</b> In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Supervisor / Line Manager and/or Trade Union Representative / Safety Representative achieve our Health &amp; Safety aims and objectives you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health &amp; Safety Responsibilities".</p> <p><b>Role Specific responsibilities example</b></p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>			
<p><b>Data Protection:</b></p> <ul style="list-style-type: none"> <li>• To follow the Data Protection principles in all work activity</li> <li>• To attend any training specific to the role regarding GDPR</li> </ul>			
<p><b>People responsibility:</b> Indicate below the number of employees for which the role has supervisory / management responsibility.</p>			
<b>Direct reports</b>	<b>Indirect reports</b>	<b>Total employees</b>	
0	0	0	
<p>Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities: Project Management related to role activity – managing change, implementation of new systems</p>			Essential /Desirable
<p><b>Knowledge, skills and abilities:</b> Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.</p>			
<b>1</b>	<b>Qualifications:</b>		
	City & Guilds or NVQ Level 2 in relevant trade		
<b>2</b>	<b>Relevant Experience:</b>		
	Basic understanding and skills applicable to trades other than your own.		
	Working at Height experience (minimum of 2 years)		
	Experience in working to schedule of work		
	Have a working knowledge of Health & Safety requirements		
	Knowledge of estimating materials		
	Use of Tablets and electronic scheduling systems		
<b>3</b>	<b>Skills and Abilities:</b>		
	Basic IT awareness/skills		
	To hold a valid driving licence		
<b>4</b>	<b>Customer service and quality focus:</b>		
	Demonstrates commitment to Customer Service in all activities		

	Ensures quality and productivity goals and standards are met	
	Commitment to Equal Opportunities	
<b>5</b>	<b>Achievement Orientation:</b>	
	Shows determination to reach targets, standards and objectives, Good customer care	
	Ability to complete jobs right first time	
<b>8</b>	<b>Communicating:</b>	
	Communicates regularly and openly at all levels, both written and oral.	
	Remains diplomatic and confidential	
	Demonstrates tact and patience	
	Ability to keep appointments / communicate with planners.	
<b>9</b>	<b>Planning and Organising:</b>	
	Experience of planning own workload effectively	
	Ability to determine material quantities required, minimal visits to merchants.	
	Manages time effectively	
<b>10</b>	<b>Personal Motivation and Commitment:</b>	
	Persists to get things done	
	Self-motivated	
	Shows commitment to helping others	

#### Further relevant information

#### Training Plan

<b>Mandatory training</b>	<b>Role related training</b>	<b>Person Specific training</b>
GDPR Awareness	Carval system	Annual Employment Law Update
Fire Awareness	Documotive system	
Safeguarding Awareness	Power BI	