



Job description	
Job title	Apprentice – Streetscene Services
Grade	Apprenticeship
Directorate	Neighbourhoods & Communities
Section/team	Streetscene Services
Accountable to	Area Operations Manager / Team Leader
Responsible for	N/A
Date reviewed	January 2023

### Purpose of the Job

To take a proactive, mature approach to the completion of a designated Apprenticeship Framework.

To be an ambassador for Apprenticeships in Knowsley and to represent themselves positively in any interaction with people whilst undertaking their Apprenticeship.

To undertake a range of duties to the best of their ability following appropriate training and with supervision from a Team Leader and / or colleagues.

To complete a portfolio of evidence to support the acquisition of a National Vocational Qualification under the guidance of a recognised provider.

### Duties and Responsibilities

This is not a comprehensive list of all the tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken. Duties will include.

- Respond positively and punctually within specified timelines of tasks outlined within the apprenticeship
- To undertake both grounds maintenance and street cleaning duties as part of a daily work allocation in accordance with the apprenticeship programme
- Undertake good customer service practices when dealing with colleagues, members of the public and partner agencies



- Attend any appropriate training courses applicable to the programme
- Ensure the delivery of high-quality services to all of our customers
- Undertake other duties as may be required due to varying workloads within Streetscene Services

### Health and Safety

- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger
- To engage in appropriate elements of training and development

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

### Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.