

VF-B ✓	VF-C ✓	VF-R ✓	VH ✓	VR N/A	VS ✓	VB ✓	VGE ✓	VL ✓	VI ✓	Shared Services ✓
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Role:	Trainee Operative	Reports to (Business):	VolkerLaser Ltd
Location:	A temporary construction site in the UK – Travel is required		

Overall Role Purpose:

The Trainee Operative is a developing member of the VolkerLaser operations team. You'll have a hands-on role supporting the site team whilst undertaking bespoke training to build competencies in a variety of construction and civil engineering tasks.

Working under the direction of site management and experienced operatives, the trainee operative will assist in delivering works safely, efficiently and to the required standard and specification, while actively developing their skills through on-site experience and study at the CITB Construction College.

- Key Accountabilities:**
- Supporting the site team whilst undertaking bespoke training to build competencies in a variety of construction and civil engineering tasks.
 - Attend the CITB Construction College as per the programme with the application of learning to all on-site activities
 - Learning how to overcome challenges in a live project environment
 - Understanding our health, safety, wellbeing and environmental policies and procedures and taking responsibility for your own and others safety in your daily activities
 - Applying your knowledge and learning into everyday situations
 - Maintaining a high standard of housekeeping on site, including the care and maintenance of tools, plant and work areas.
 - Helping to deliver excellence on the projects you are working on
 - Ensure all works are carried out in accordance with company procedures, method statements and risk assessments.
 - Identify and report hazards, near misses, defects or unsafe working conditions.
 - Participate and actively engage in all site briefings, toolbox talks, and training activities.
 - Represent VolkerLaser professionally whilst working with clients, sub-contractors, stakeholders and members of the public.
 - BetterTogether – promote and demonstrate the core values, behaviours and expectations of our people programme.
 - Interface - To communicate with internal teams and external contacts effectively and collaborate to ensure alignment and support the successful delivery of works.

- Required Qualifications / Expertise:**
- An interest in construction activities and working outdoors.
 - Educational standards to match the requirements of the CITB programme.
 - Willingness to learn and follow safety guidance (training provided).
 - CSCS card (or willingness to obtain this as part of the training apprenticeship).
 - Commitment to attend CITB training as scheduled.
 - Relevant job specific tickets desirable but not essential (to be obtained through training) .
 - Full UK valid driving licence (or working towards). You must be able to travel to depot and site locations as required. A driving licence is not required at application stage, but you must be willing to work towards a full UK driving licence during the apprenticeship training period, as it will be needed for operational duties.

Issue no.:	1	Date:	Aug 2021	Parent document:	U14 Recruitment Procedure: Hiring Permanent and Temporary or Fixed Term Workers				
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Key Competencies required for this Career Level:	
Technical	Behavioural
Basic understanding of site activities and safe working practices	Reliable, punctual and hardworking
Awareness of health, safety and environmental requirements on site	Good communication and teamwork skills
Ability to follow instructions, method statements and risk assessments	Flexible and proactive, with a can do approach
Safe use of hand tools and site equipment (subject to training and authorisation)	Initiative to support others and a willingness to learn and develop new skills

Please note: This Job Description is not exhaustive, and staff will be required to undertake duties other than those listed.

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