

# Apprentice HGV Fitter Candidate Pack



## Sevenoaks District Council

### Apprentice Heavy Goods Vehicle Fitter

**Salary Band A1 £18,824**

**A generous annual leave allowance of 22 days (plus an additional 5 days depending on having Continuous Local Government Service).**

### About us

Here at Sevenoaks we pride ourselves on treating both our employees and communities we serve with dignity and respect. We are an award winning Council having achieved the Guardian Public Service Awards 2016 for being financially self-sufficient, are one of the few organisations in the country to retain its Platinum Investors in People status. We were voted LGC Council of the Year 2017 and won a Pushing the Boundaries of Innovation award in 2018. The successes of the Finance Team have been recently recognised where the Finance Team has been nominated and is a finalist in the 2020 Public Finance Awards – Finance Team of the Year - Councils.

### The Role

Do you have an interest in trucks and vehicle mechanics?

Ever wondered how the large vehicle's collecting waste work?

An apprenticeship with Sevenoaks Council will teach you this and much more. You'll gain the skills necessary to maintain and repair these iconic vehicles. In addition we will teach you how to carry out MOT's on cars and light vans.

### The Team

The Apprentice will learn from a skilled team of MOT Testers and vehicle fitters who will share their knowledge and experience.

You will also be expected to attend Windsor Forest Colleges Group in Slough for one day a week during term time, where you will work towards Level 3 Heavy Vehicle Service and Maintenance.

As an Apprentice with Sevenoaks District Council you will learn how to:

- Carry out faulty diagnosis on complex hydraulic, pneumatic and electrical systems.
- Prepare, present and accompany all HGV vehicles, other than exempt categories, for annual MOT inspections.



- Prepare and decommission vehicles. Fitting and removing a diverse range of ancillary equipment, accessories and livery.

### Interested in the role and want to know more?

Please contact Nigel Jones, Transport Manager, **01732 227428** for an informal discussion about the role.

### Need advice on how to ensure you have the best chance of being shortlisted?

Read the Job Description and Personal Specification attached to the role and ensure that your supporting statement explains how you meet the essential requirements as your application will be judged against these criteria.

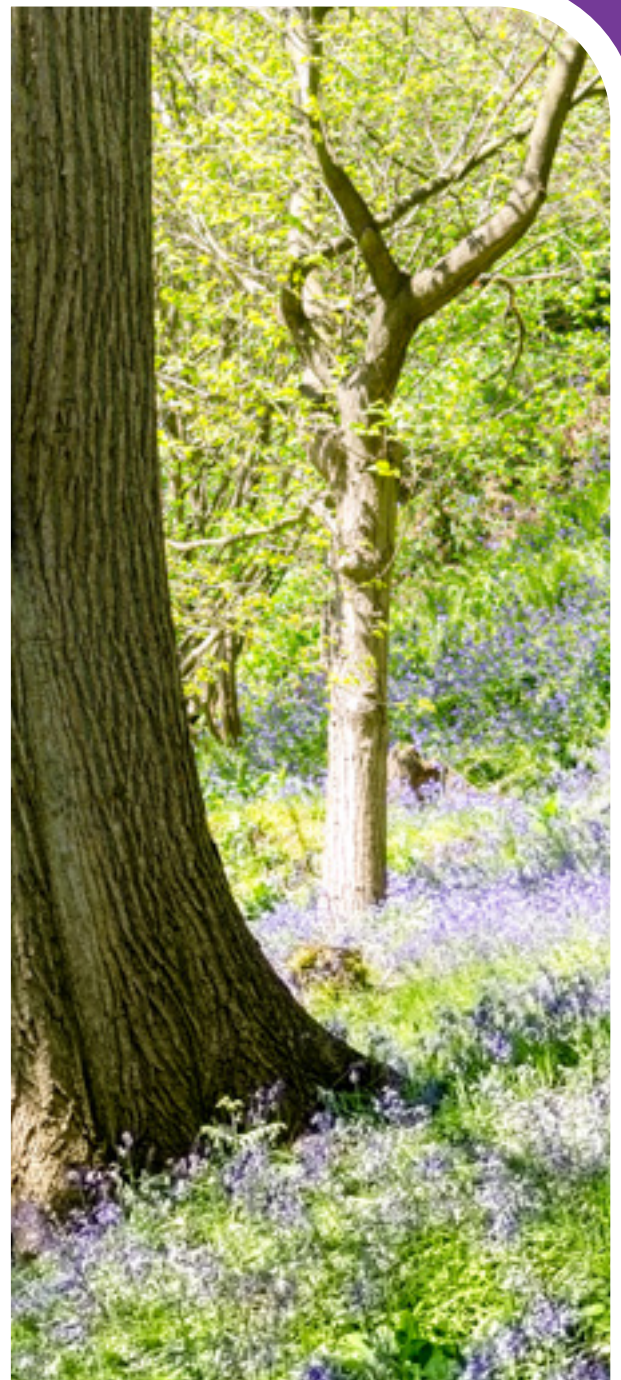
### How to get to us:

Sevenoaks is only half an hour from central London by train. You will be based at the Dunbrik Depot, 2 Main Road, Dunbrik, Sundridge TN14 6EP. Travel to Windsor Forest Colleges Group in Slough will be required for one day a week. The applicant will be expected to make their own way to work and college, although funding to attend college e.g. rail fare will be supplied.

**Closing date:** 1st December 2021

## About the role

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## About the Council

Sevenoaks District Council is a unique place to work. It's a place where positive and passionate people deliver some of the very best services in local government. We are honoured to be recognised as one of the most efficient, well managed councils in the country, an achievement we work hard to maintain.

There are very few councils that still collect all the rubbish and recycling every week using their own team of people. We are exceptionally proud that the people who work here care deeply about what they do, that they are creative, embrace risk and work hard to deliver exceptional services to our customers and to improve the Sevenoaks District. It's our team of people that makes Sevenoaks District Council unique.

We've worked hard to develop a no 'blame culture' among the people that work here. It's a place where staff take responsibility for the work they do and are empowered to take the decisions that help them to do their job effectively. We encourage new ideas and innovation and provide people with the support and training they need to become the very best at what they do.

Our mantra of 'the customer is anyone who isn't me' helps to grow strong and positive working relationships across our council services, and ensures our residents, businesses and partners receive the very highest quality of service each time they contact us.

Recruiting the right people to our team is incredibly important to us and instrumental to our success. We value personal qualities as much as we do the skills and knowledge to do the job. We want people who can embrace our culture, that have ambition and determination and have the ability to shape our future.

### Our vision

We're committed to delivering excellent services. This means we are ambitious for our staff, our customers and our Council. Together we work to shape the District for future generations to make it a great place to live, work and enjoy.

### Our mission

To work smarter with an empowering culture, a focus on wellbeing and a dynamic and innovative approach.

The Sevenoaks District provides a great range of housing options whether you are looking to rent or buy.

Many of our staff live outside of the District. With excellent links by road and rail it makes Sevenoaks District Council an employer that is accessible from most parts of Kent and further afield.

The Council is fortunate to have its own car park which, increasingly rarely, is free to all staff to use. The council also supports car sharing and is a member of the cycle to work scheme.

Much of the District is surrounded by beautiful countryside, but our towns and villages have excellent transport links, good schools and a vibrant local economies.

Amongst the national chain stores are thriving local businesses, there are great places to eat and drink and a wonderful range of attractions for days out with friends and family.

The Sevenoaks District has three leisure centres, a range of local sports clubs and its own theatre. So if you have an interest in sport, film, comedy and stage there is something for you.

## Transport

Sevenoaks mainline train station is a short walk from the Council offices and regular trains take approximately 30 minutes into central London.

The M25, M20 and A21 are all within a short drive of the Council offices.

Gatwick airport is just over a 30 minute drive and Heathrow airport is just over an hour's drive away.

## Sevenoaks town

The Council's offices are based a short stroll away from the heart of Sevenoaks town. Sevenoaks is a busy town centre with a wide variety of shops, restaurants and cafes. There is a regular weekly market, as well as a choice of supermarkets, a theatre and a cinema.

The town also has the advantage of the wonderful Knole Park, including its deer, just a few minutes walk from the door of the offices for those that like to get away from it all during their lunch break.





**S**

Strong sense of pride in our district

**E**

Enthusiastic and committed

**V**

Valuing others, valuing each other

**E**

Empowered to achieve

**N**

No blame culture

**O**

Open to new ideas; dedicated to developing talent

**A**

Ambitious with our community

**K**

Keep learning; keep improving

**S**

Sharing services; working closely with others

## Annual Leave

You will be given a generous annual leave allowance of 22 days (plus an additional 5 days depending on having Continuous Local Government Service) as at 1 April. You will be eligible to buy additional leave or have an increased salary by selling annual leave.

## Pension

We are part of the Local Government Pension Scheme (LGPS). There is a 50/50 section which enables a member to pay half rate contributions for half the benefits. The LGPS is a contributory scheme that requires contributions from both employer and employee. The rate Sevenoaks as the employer currently pays is 18.7%. Your contribution rate of 5.8% would be based on your salary..

## Health and wellbeing benefits

### Free and confidential employee assistance programme

Confidential and expert advice in many areas, including family, legal, financial and consumer issues.

### Regular onsite health check appointments available

We regularly offer mini health checks with our onsite Occupational Health Advisor, who offer checks on blood pressure, 'Know your numbers', body mass index, weight, risk of diabetes, stress management tips and 'Take a Walk' tips.

We also offer onsite free flu vaccinations and discounted osteopathy treatments.

### Eye care

We offer eye care vouchers on request every two years to staff who use computers for a significant part of their work.

## Financial benefits

### Free staff car parking

On-site staff car park, free of charge to everyone.

### Cycle to work scheme

You can get a new bike for a significantly reduced cost by saving on tax and National Insurance (and paying for it monthly through your salary).

## Staff Benefits

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INVESTORS  
IN PEOPLE | Platinum  
Until 2022

**Sevenoaks**  
DISTRICT COUNCIL



## Season ticket loan

We offer season ticket loans up to a maximum of £5,000, repayable over 12 months.

## Car loan

You can apply for a loan up to a maximum of £10,000 to purchase a car, repayable over a maximum of five years at a low rate of interest.

## Professional fees

Staff in roles where ongoing membership of a recognised professional body, (where this membership is gained through a qualification), is an essential requirement in the person specification for their job can claim the cost of one membership fee per year.

## Recognition, Learning and Development

We believe all our employees have the potential to grow, both in their work role and personally, and endeavour to provide opportunities for this growth. We work within recognised good practice guidelines, including Investors in People, to ensure both the quality and quantity of training and development is relevant and “fit for purpose”.

### The Talent in Me (TiM)

TiM is open to everyone and there are more than 60 courses available to choose from. Courses are ‘bite-sized’. Each one takes one to two hours to complete and are delivered by our own in-house service experts or external providers.

### E Learning

We offer e-learning courses that enable you to train at your desktop, working at your own pace wherever and whenever you want.

### Coaching

We offer a tailored coaching programme with a number of professionally trained internal volunteer coaches, designed specifically to support staff performance and development and our culture, with a focus on specific skills and goals.

### Apprenticeships

Any member of staff can apply to undertake an apprenticeship. There are now over 200 new apprenticeship standards with more in development.



## Family friendly policies

### Maternity leave

Staff who have worked for us for more than 12 months, receive enhanced maternity pay of the first six weeks paid at 90% of the weekly salary, followed by 12 weeks paid at 50% of the weekly salary, followed by 21 weeks at a statutory rate.

### Paid paternity leave

Fathers to be or employees who will share the responsibility with a partner for bringing up a child, may have the right to Statutory Paternity Leave and Pay. Employees who have worked for us for more than 12 months by the time their baby is born receive enhanced paternity pay of two weeks full pay.

## Other staff benefits

We participate in the Kaarp Benefits Scheme, a voluntary benefit scheme for local authority employees. The Benefits change regularly but include:

- Activities - discounted theme park entry and/or hotel rooms.
- Finance - special deals, insurance and personal finance.
- Health - money off many sports and fitness centres and golf courses.
- Motoring - discount car club, reduced breakdown cover, car servicing/MOTs and money off driving lessons.
- Shopping - many deals and offers.
- Travel - A travel club, discounts on holiday insurance, hotels and airport parking.
- Local discounts – these include many offers and discounts for restaurants, hotel rooms, hairdressers, dry cleaners and more.

## Staff Benefits

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**Title of post:** Apprentice Heavy Goods Vehicle Fitter  
**Band:** A

**Section:** Direct Services

**Responsible to:** Workshop Supervisor

## Purpose of Post

To assist vehicle fitters in the servicing, testing and maintenance of the Council's fleet of vehicles. To assist the Workshop Supervisor and Fitters in the day to day running of the vehicle workshop.

## Key Activities (as part of apprenticeship)

- To maintain, inspect, repair and test the Council's vehicles and/or plant and equipment.
- Prepare, present and accompany all HGV vehicles, other than exempt categories, for annual MOT inspections.
- Carry out periodic safety inspections to all HGV vehicles to DVSA inspection manual standards.
- Carry out fault diagnosis on complex hydraulic, pneumatic and electrical systems.
- To carry out welding, fabrication and body repairs as required.
- To attend broken down or accident damaged vehicles and effect permanent or running repairs as required.
- To prepare and decommission vehicles. Fitting and removing a diverse range of ancillary equipment, accessories and livery.
- To complete associated paperwork to ensure that all statistics and legal information are produced, update dedicated workshop computer system as necessary.
- To ensure that all relevant legislation and Health and Safety procedures are adhered to.
- To maintain work areas in a safe and clean condition.
- To attend other training courses as and when required.
- To carry out any other duties as required.
- To attend College during term times 1 day per week in Slough.

**Location:** Dunbrik Depot, Sundridge

