



## Role profile

<b>Post</b>	Construction and Training Initiative (CTI) Apprentice: Document Controller
<b>Responsible to</b>	Construction Skills Project Officer
<b>Responsible for</b>	N/A
<b>Department</b>	Regeneration and Assets
<b>Date</b>	Oct 2019

### About Notting Hill Genesis

From Havering in the East to Hillingdon in the West, Notting Hill Genesis (NHG) has numerous new homes in its development pipeline. This programme includes homes for affordable rent, shared ownership, supported housing, private sale and market rent, as well as commercial premises. This diversity also applies to our procurement strategy where we develop our own schemes, form joint ventures with other developers and purchase affordable housing through 'Section 106' planning legal agreements. So, if it's residential development and in London - we do it! That's why we are one of London's leading providers of residential property

### Job purpose

To provide a thorough, effective and efficient administration service to the site team in order to maintain a smooth running office.

This is a Construction and Training Initiative Apprenticeship role for people wishing to gain a qualification in Business Administration along with associated work experience.

Apprentices are employed by Notting Hill Genesis and will receive training on various NHG development sites in partnership with our Framework contractors.

The Apprenticeship will last for 1 year and will be awarded on the basis on successful completion of the associated qualification and sufficient hours on site.

### What you will do

1. Work as an apprentice on sites in and around London which will be allocated in line with NHH's current development time line and the requirements of the qualification being undertaken.
2. You will attend work and be assessed as you complete course units to obtain the relevant qualification - in this case - **NVQ Diploma in Business Administration – Level 2**
3. You will be on site in line with the hours set out in your apprentice agreement and will work with your on-site supervisor accordingly.
4. Controlling and updating all project drawings and schedules



5.	Making sure the Site Drawing Issue Registers are kept up to date with the latest revisions and issues.
6.	Carrying out regular drawing audits to make sure the correct revisions are being used by the Project Team at all times.
7.	Ensuring all relevant parties receive the drawings using the company's current procedures and processes
8.	Responsibility for all outgoing mail as requested by the Project Team and ensuring all incoming correspondence is being captured correctly and being filtered through to all those necessary.
9.	Responsibility for the filing systems, both electronic and paper-based
10.	Typing of all correspondence when required
11.	Issuing of programmes to all site staff and subcontractors as directed by site staff
12.	Managing the telephone system, answering all incoming calls in a professional manner
13.	Responsible for keeping the site office in order, stationery up to date etc.
14.	Any other additional administration duties as and when required by the site team

<b>Specifics of what you will learn, experience and carry out</b>	
1.	Maintaining good working relationships and communicate with others to establish productive work practices - this includes communicating in an appropriate manner with line management, colleagues and/or customers to ensure that work is carried out productively.
2.	Complying with all relevant legislation and official guidance and any other information given in relation to: <ul style="list-style-type: none"> <li>• workplace health, safety and welfare</li> <li>• moving, handling and/or storing resources</li> </ul>
3.	Maintaining and promoting safe and healthy working practices.
4.	Maintaining relevant records in accordance with the organisational procedures.
5.	Complying with the given contract information.
6.	Interpreting the given information relating to the work and resources required.
7.	Following organisational procedures to plan the sequence of work.
8.	Completing the work within the allocated time.

**This list of tasks and responsibilities is not exhaustive, the postholder may undertake other duties as required.**



## How do you meet our requirements?

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Below you will find the skills, abilities and experience needed to apply for this apprenticeship opportunity.

Use the space under 'How do you meet our requirements?' on your application form to explain how you meet these requirements. Only write about the categories that are being assessed by the application form.

You will be assessed on the following		How this is assessed
1.	You are willing work on sites across London	Interview
2.	You have successfully completed GCSEs in English Maths and ICT at grade C or 4 upwards; or Functional Skills L1 in the same subjects.	Relevant certificate.
3.	A good working knowledge of Microsoft office packages including Word and Excel.	Interview
4.	You have a good record of attendance at school/college and a favourable reference from your tutor	Reference from tutor
5.	You demonstrate a true desire to pursue a career in the role applied for.	Application / Interview
6.	You show an ability to work well in a team and support colleagues.	Application, Assessment
7.	You hold a current CSCS card or complete the qualification within four weeks of apprenticeship offer.	Interview / initial period of employment

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