

Job Description

Practical Environmental & Conservation Apprentice	
Hourly Rate	National Minimum Wage for Apprenticeships for 12 months followed by 3 months at National Minimum Wage
Directorate	Operations
Place of Employment	Dockyard, Griffin Lane, Norwich

Main Purpose of the Job:

To assist in the carrying out of construction and practical maintenance projects which help maintain and enhance the Broads, Rivers and waterways. Utilising skills and developing knowledge assist in providing sustainable countryside & waterway projects working on a variety of sites and locations that make up the Broads National Park.

Main Activities and Responsibilities:

1. Working under guidance from a range of Operational Technicians assist in practical maintenance works, including but not restricted to:
 - Construction & repair of boardwalks
 - Repair of timber structures & outdoor furniture
 - Construction & repair of footways (including Broads Authority Moorings)
 - Scrub clearance (using Clearing Saws & Chainsaws)
 - Tree management & clearance
 - Control of invasive species
 - Control of invasive vertebrate pests (trapping & humane dispatching)
 - Carry out species mitigation surveys
 - Construct, maintain and repair post & wire fencing
 - Carry out Health & Safety task risk assessments
 - Operate Workboats and larger construction vessels
 - Use and carry out basic maintenance on small handheld power tools
 - Safe use of herbicides
 - Habitat management in wetland environments
 - Conservation grazing pony management.

2. To be responsible for the safe operation of the vehicles, vessels/ work boats and plant in connection with Broads Authority operational works.

3. To operate a wide variety of different equipment including chainsaws to CS30/CS31 level, brushcutters, pumps, spraying equipment, generators, woodwork and metal work machinery and other handheld power tools.

4. To undertake the required paperwork needed for timesheets and health and safety procedures. Collate, document and prepare evidence required to demonstrate learning objectives within the required Diploma syllabus.
5. To assist with the security of all plant and equipment in accordance with operational requirements; and the safe mooring of the Authority's work vessels, with regard to tides, and location ensuring they are safely and securely moored when unattended as instructed by the Senior Technicians or Construction/Maintenance Supervisors.
6. To assist in all aspects of the Broads Authority's conservation management programme, including scrub and tree clearance on fen sites, removal of unwanted vegetation growth, maintenance and use of water control structures and general maintenance duties within a wetland environment.
7. To assist the small tool and plant fitter with basic tool maintenance and servicing as directed. To include sharpening of chainsaw blades, air filter changes and general tool upkeep and cleanliness.
8. To work flexibly across the areas as required by operational need and to carry out other duties commensurate to the nature and grade of the post as directed by the line manager and/or Head of Construction, Maintenance & Ecology

Key Relationships:

1. Reports directly to the Maintenance Supervisor with supervision from their nominated Mentor (a named Senior Operations Technician). Regular observations will be carried out by an approved College Tutor. The overall Broads Authority Practical Maintenance scheme will be managed by the Head of Construction, Maintenance & Ecology. Pastoral support will be provided by the Head of Human Resources.
2. The Apprentice will also work closely with other Senior Operations Technicians, Operations Technicians, Ecologists, and their Supervisors, to ensure the broad range of projects and skills are delivered and knowledge gained.
3. Assist staff with small groups of volunteers
4. To have consideration for the boating and general public, including riverside business owners and landowners, members of other Public Services including the Emergency Services, HM Coastguard, Port & Harbour Authority, Environment Agency, Natural England and other Non-Governmental Organisations (NGOs).

Person Profile

Specification	Essential	Desirable
Education & Qualifications	4 GCSE's at Grade A-E or 9-3 including English and Maths	
Specialist Knowledge & Skills	<p>An aptitude within a range of practical work skills such as, surfacing, earthworks, landscaping, timber construction, general building work and scrub and tree clearance.</p> <p>Able to understand risk assessments and method statements.</p>	Boat handling experience/skills
Mental Skills	<p>The post will require the use of judgemental, creative and developmental skills to solve varied problems over the short term.</p> <p>A flexible approach and attitude to working tasks and the ability to take instruction and learn quickly.</p>	
Interpersonal & Communication Skills	<p>The post will involve talking to members of the public and staff whilst on site e.g. explaining the aims of the task being carried out.</p> <p>To be able to represent the Authority positively through communication with landowners and members of the public.</p> <p>Tact will be required when dealing with the public on site.</p> <p>The ability to present learning objectives in a manner commensurate with a Level 2 intermediate apprenticeship.</p>	Some level of leadership capability in safety/risk situations.

Specification	Essential	Desirable
Physical Skills	<p>Good level of physical fitness and mobility to withstand periodic high levels of physical activity.</p> <p>The team is expected to deliver projects of a high specification and therefore the job has a high demand for precision.</p>	<p>Certification in Chainsaw and/or Brush Cutting.</p> <p>Basic understanding and application of construction skills.</p>
Initiative & Independence	<p>Able to work as an individual, whilst under supervision or as part of a team.</p> <p>Good time keeping and punctuality.</p> <p>To be able to discuss and offer solutions to minor site based constructional or operational problems.</p>	
Physical Demands	<p>Regular involvement with tasks such as construction of piled moorings, boardwalks, erection of fences, replacing fendering, building paths and large amounts of tree felling requires considerable physical demands with periodic requirements for very high physical effort.</p> <p>The use of large work vessels, wherries, tugs, etc requires prolonged periods of sitting in constrained position in wheelhouses.</p>	
Mental Demands	<p>The use of works vessels and other plant and equipment requires prolonged periods of concentrated sensory attention.</p>	

Specification	Essential	Desirable
Emotional Demands	Contact with the public, landowners, suppliers and contractors may occasionally place emotional demands on the post holder. Work involving restriction / closure of the navigation can bring the postholder into contact with discontented members of the public.	
Responsibility for People	The Apprentice will be aware of the appropriate health and safety precautions required on site, which will have some direct impact of the well-being of the public.	
Responsibility for Supervision	The post holder will be responsible for working in accordance with risk assessments/ method statements whilst on site but has no supervisory responsibility.	
Responsibility for Financial Resources	To be aware of financial process and procedures as governed by the Broads Authority.	
Responsibility for Physical Resources	Able to understand construction drawings and designs so that they work on site; Responsible for the cleaning and checking of a wide range of equipment and vessels	
Working Conditions	Considerable exposure to all weather conditions, all year round.	

Last updated: June 2024