

# Job Description

## Contract Manager Apprentice

**Department:** Asset Management

**Direct Supervisor:** Contract Manager

**Location:** In office (Craven Arms), work from home and travel to support project and customer requirements.

### 1. Job purpose

- To support the Asset Management team in delivering high-quality, safe and sustainable homes by assisting with the delivery of the Investments Team Budget.
- The postholder will gain practical experience across housing asset management activities while working towards the Construction Support Technician Level 3 Apprenticeship.

### 2. Dimensions

- 35 hours per week
- 27 month apprenticeship programme
- Salary: £23,195.72 per annum, increasing to £24,546.22 on completion of 1 year
- Role involves office-based and site based working across Shropshire and Herefordshire
- Frequent travel properties and projects is required in Herefordshire and Shropshire.

### 3. Key objectives/performance measures

- Support contract teams in the effective delivery of the Connexus investment programme.
- Provide day-to-day assistance to the Contract Manager as required.
- Maintain accurate and up-to-date records using digital asset management systems.
- Liaise professionally and effectively with residents, contractors, and internal teams.
- Develop a strong understanding of construction, building maintenance, health and safety, contract processes, and building regulations to support the delivery of compliant projects.
- Complete the Construction Support Technician Level 3 Apprenticeship.
- Build and continuously enhance knowledge of key contract and construction processes.

### 4. Skills and experience required

- Interest in developing a career in surveying, construction or housing asset management
- Ability to work both on-site and in the office

- Good communication skills with the ability to liaise with residents, contractors and colleagues
- Ability to gather, record and manage data accurately
- Willingness to learn how to interpret technical information
- Organised approach to supporting project planning and budgeting activity
- Commitment to safe working practices and high standards of service delivery.

## 5. Qualifications

- Working towards Construction Support Technician Level 3 Apprenticeship
- GCSE Maths and English at Grade C/4 or above desirable
- Full UK driving license, or working towards obtaining one, with access to a vehicle.

## 6. Key relationships

- Asset Management team
- Residents / customers
- Contractors
- Internal teams across the organisation
- Apprenticeship training provider / assessor.

## 7. Organisation chart

**Reporting to:** Contract Manager

**Direct reports:** None

## 8. Standard requirements applicable to all roles

- Flexibility to undertake duties that reflect the scope and level of the role.
- Commitment to personal development and learning activities.
- Uphold Connexus' customer-focused values.
- Act as a Connexus ambassador.
- Ensure compliance with the Data Protection Act 2018, UK GDPR, and internal policies.
- Promote and practice equality, diversity, health and safety, and safeguarding principles.
- Maintain high data quality and follow data management protocols.