BFC / SBAA
LEC EXTERNAL ADVERT

LABOURER

HR/21/49

VACANCY NOTICE: HR/21/49

GRADE
Local Skill Zone 1 (LSZ1)

SALARY
€14,188.00 per annum

CONTRACT TYPE
Full Time

HOURS PER WEEK
37 hours per week

LOCATION
Nicosia, UN

ELIGIBILITY
To be eligible to apply for this role, you must be a Cypriot National.
Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

CLOSING DATE
Tuesday 20th April 2021, Midnight, Local Cyprus Time.
Late applications will not be accepted.

ESSENTIAL CRITERIA FOR THE ROLE:

- Attend mandated training as laid down in HQ DETS(A) Training Directive and any other training recommended by Line Manager or Countersigning Officer and any training desired by personal development.
- This is a manual labouring position therefore a high degree of physical fitness is required.
- Have the ability to work in a team but to be able to follow directions to work independently and to manage your time appropriately.
- You must undergo and pass as security / police check. If you are found successful you will be requested to provide a Clean Criminal Record and a Sex Offenders Certificate issued by the Republic of Cyprus.
- You must provide 2 professional references. (Standing requirement).

DESIRABLE CRITERIA

- Understand English

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For specific details of the role please refer to attached JOB DESCRIPTION.

TO APPLY FOR THIS POSITION:

You must complete the application form and include evidence of how you meet the following **CORE COMPETENCES**:

- Working Together
- Improvement and Change
- Communicating and Influencing
- Planning and Managing Resources to deliver Business Results
- Managing Customers and Suppliers

ADDITIONAL INFORMATION

The recruitment process is a fair and open competition and people will be judged on their own merit.

HOW TO APPLY:

1. To apply for this role please complete the application form located at the following link: SBAA External Webpage

2. This role is assessed against the competency framework. For specific details please refer to: SBAA Webpage Competence

3. For further information about the role involved please contact the Line Manager by telephone: Name Maj PA Jones, Tel No: 00357 22614418

4. Once completed **electronically** please send your application by email to: BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk

Only electronic applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted. Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered

Incomplete forms will not be sifted, please ensure that you complete all the sections on the form.

Only send your application, no CV or any other attachments to the Recruitment group mailbox, please do not attempt to send the application to the Recruiting Line Manager as they will not be able to accept it until it is forwarded through the Recruitment Officer for interview sift evaluation.

Please Note:

You will receive an email to let you know whether or not you have been successful to reach the interview stage, you will only receive feedback of your performance from the interview stage.

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LEHR 004

JOB DESCRIPTION

(To be reviewed at recruitment or annually at beginning of Reporting Year)

POST TITLE	Labourer		
Area/Section	Hq Britcon, Nicosia	**Establishment No**	
Grade	Labourer / LSZ1	**Grade Priority**	1
Full Time/Part Time	Full Time	**No of Established Hours**	37 hours per week
Required Security Clearance		**Position LEC/UKD**	LEC
Current Incumbent Name		**Employed by BFC or SBAA**	BFC

Brief Description of Role

Maintain a standard of cleanliness across British Retained Site as directed by PROM.

Responsible to PROM BRS Nicosia. The SO2 (PROM) is the Countersigning Officer.

Priorities (list in order)

- Be fully conversant with all instructions and regulations relevant to your duties.
- Present an acceptable standard of personal cleanliness and clean appropriate dress as required.
- Report all potential problems/faults to his/her supervisor at the earliest opportunity.
- Assist PROM with Station related tasks as directed by Chain of Command.

Responsible for (Tasks/Duties)	**Percentage (%) of time spent during the working week on each task**
• Providing the correct level of cleaning of all the areas across British Retained Site. • To assist PROM and his deputies in carrying out his/her duties. • Be fully conversant with all instructions and regulations relevant to his/her duties.	• 80% • 20%

All employees are

- To undertake ad-hoc duties, as required, that may be reasonably expected by the **line manager but are commensurate with the grade, and within the unit objectives.**
- To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies.

Competences required

Essential:

- Working Together
- Improvement & Change

- Communicating and Influencing
- Planning and Managing Resources to deliver Business Results
- Managing Customers and Suppliers

Training/qualifications required for the post

Attend mandated training as laid down in HQ DETS(A) Training Directive, any other training recommended by Line Manager or Countersigning Officer and any training desired by personal development.

This is a manual labouring position therefore a high degree of physical fitness is required. Have the ability to work in a team but to be able to follow directions to work independently and to manage your time appropriately.

Desirable:

- Understand English

Equal Opportunities Responsibilities

The responsibility for implementing the Department's Equality & Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.

Health & Safety Responsibilities

The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.

Originator: **Line Manager**		**Employee:**	
Signed:		**Signed:**	
Date:		**Date:**	