

Role Title	ASSISTANT LABOURER
Corporate Focus	LHAPS
Objectives	To assist in the provision of an effective and first class maintenance service to the Association's tenants. To assist in the provision of an efficient and effective estate management programme
Accountability	LHAPS Supervisor
Management Responsibility	None
Main Location / Base	Blar Mhor Industrial Estate
Hours of Work	37.5 hours per week
Rate of pay	£10.35 per hour
Contract term	1 year
Date Approved	August 2026

Key Activities
1. To assist in maintenance activities – grass cutting, hedge trimming and ground clearing etc. 2. To assist in hard landscaping activities – laying paths/slabs, fence erection, drainage installation etc. 3. To assist in soft landscaping – planting, turf laying, weeding etc. 4. To assist in the clearance of properties and outside areas where required. 5. Assisting where necessary the LHAPS maintenance team members in carrying out their duties. 6. Assisting where necessary other areas of the LHA Group. 7. To assist with the cleaning of the communal tenanted or factored flat areas on a rota with the duties including but not limited to mopping floors and cleaning windows. 8. To assist in the cleaning of void properties when required. 9. To keep all items supplied by the Association in good working order. 10. To act in accordance with corporate policies including Health and Safety, Discipline and Grievance, Attendance and Absence management. 11. To communicate effectively and courteously with all tenants, factored owners and sharing owners with regard to the provision of day to day cyclical, estate management and planned maintenance services. 12. To comply with all relevant statutory procedures including the preparation of risk assessments, method statements and construction safety plans.

13. To undertake any training or qualification which the LHA Group considers necessary to allow them to improve their working performance.
14. To ensure that the repairs service is carried out in line with the Association's Repairs and Maintenance Policy i.e. within appropriate response times.
15. To adhere to the Association's policies and practices with regard to data protection and confidentiality at all times.
16. To carry out all other duties as reasonably required.

Other Responsibilities

- To represent Lochaber Housing Association and the Lochaber Group positively and effectively at all times
- To be familiar with, observe and uphold all policies and procedures relevant to this role
- To communicate effectively with colleagues to ensure high quality service provision and performance
- To participate in all relevant training and development
- To comply with all relevant statutory and regulatory requirements
- To follow all reasonable instructions and undertake any other reasonable tasks that may be required.

Specific Resources Associated with this role

PPE.