



RAMSEY TOWN COMMISSIONERS

Particulars relating to the post of

JOINER

July 2025

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*Further information can be obtained from the
Ramsey Town Commissioners' Web Site at:
www.ramsey.org.im*

RAMSEY TOWN COMMISSIONERS

Joiner

An opportunity exists for a suitably experienced and motivated individual to join the housing and properties team of Ramsey Town Commissioners in the position of Joiner.

Applications close at 4pm on Friday 5th September 2025.

For more details and an application form, please contact the undersigned or download them from www.ramsey.gov.im

H S Bevan
Deputy Town Clerk
Ramsey Town Commissioners
Town Hall
Ramsey
IM8 1RT

APPOINTMENT PROCEDURE

1. Applications

Applications should be submitted by completing an application form and sending with a covering letter and CV to: **Human Resources, Ramsey Town Hall, Ramsey, IM8 1RT** or via email to humanresources@rtc.gov.im

2. References

The successful candidate will be required to provide the names of two referees.

3. Closing Date

The closing date for receipt of applications is 4pm Friday 5th September 2025.

4. Acknowledgement

All applications will be acknowledged on submission. Applicants will be notified of the outcome of their application following the short-listing process.

5. Interviews

Short-listed applicants will be invited for interview.

6. Canvassing

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

7. Relation of Members or Officers

Any applicant who knows they are related to any member or officer of the Authority shall, when making their application, disclose that relationship. An applicant who fails to disclose such a relationship shall be disqualified from appointment, or shall be liable to dismissal if already appointed.

8. Further Information

If any further information is required regarding this post, please contact the Deputy Town Clerk.

RAMSEY TOWN COMMISSIONERS

MANUAL & CRAFT WORKERS TERMS & CONDITIONS ANALOGOUS TO THE PUBLIC SERVICE COMMISSION MANUAL & CRAFT WORKER MEMORANDUM OF AGREEMENT 2015 & NEW STARTERS AND PROMOTIONS AGREEMENT 2016

JOB OUTLINE

DEPARTMENT	Housing and Property
DESIGNATION	Joiner
REPORTS TO	Maintenance Supervisor
DURATION OF POST	Permanent Post
HOURS OF DUTY	Normal hours of work – 37 hours per week

Monday – Thursday 8.00 am to 12:30pm 1:00pm to 4.30pm

Friday 8.00 am to 13.00pm

JOB PURPOSE

To undertake work and assist tradesmen and other workers in the general upkeep and ongoing maintenance of the Commission's Housing Stock and all other premises and property under the Commission's control.

SUMMARY OF MAIN DUTIES

1. Undertaking all aspects of joinery of buildings and property in the Commissioners ownership and control.
2. Use of and routine daily maintenance of various hand tools, power tools, and plant, where the level of training allows and to appropriate safe standards.
3. Maintain a safe and clean working environment.
4. Delivery/collection of supplies.
5. Interdepartmental working as required/necessary.
6. Participation in the Housing & Property on-call rota as required.
7. Such other duties of a similar level of responsibility as may be required from time to time by the Deputy Maintenance Supervisor, Maintenance Supervisor or senior line managers.

<u>SKILLS REQUIRED</u>	<u>Essential</u>	<u>Desirable</u>
A full valid driving licence (not HGV)	X	
CITB CSCS Card indicating the relevant qualifications in joinery or equivalent	X	
Physically fit, with the ability to lift and carry heavy weights.	X	

HOW MANY EMPLOYEES DOES THE JOB OCCUPANT SUPERVISE?

The job occupant has no responsibility for the supervision of other staff or contractors.

WHAT RESOURCES IS THE JOB OCCUPANT RESPONSIBLE FOR (i.e., building plant, equipment, machinery, appliances, tools and materials)?

1. All tools, equipment and materials (e.g. Hand tools, ladders, paints etc), required to be used by the post holder and belonging to or on hire to the Commission. The use of the above is conditional on adequate training and up to date certificates of competence where applicable.
2. Light Van, or Pick up vehicles, towed equipment used by the post holder and belonging to or on hire to the Ramsey Town Commission. The towing of any equipment is restricted by licence categories.

DOES THE JOB OCCUPANT HAVE CONTACT WITH MEMBERS OF THE PUBLIC, AND IF SO, FOR WHAT PURPOSE?

Yes, on a daily basis as the role is performed within tenanted properties and in public parks and areas.

DOES THE OCCUPANT WORK ALONGSIDE THE PERSON HE/SHE REPORTS TO?

Yes.

SIGNED – POST HOLDER _____

SIGNED – LINE MANAGER _____

SIGNED – TOWN CLERK _____

DATE _____

RAMSEY TOWN COMMISSIONERS

JOINER

PERSON SPECIFICATION

Personal Qualities and Attributes

REQUIREMENT		ESSENTIAL / DESIRABLE	TEST
EDUCATION - to include but not be limited to			
1.	Good level of general education	Desirable	Production of Certificates
EXPERIENCE - to include but not be limited to			
2.	Experience in a similar role	Desirable	Application Form and Interview
3.	To hold a current full driving licence	Essential	Production of Driving Licence
4.	To work to a high standard	Essential	Application Form and Interview
5.	Familiarity with all procedures relating to safe working practices including work at height	Essential	Application Form and Interview
6.	Appropriate communication skills given that the post-holder will be in regular contact with the public; working in public open spaces	Essential	Application Form and Interview
7.	Be capable of receiving and acting upon clear instructions	Essential	Application Form and Interview
8.	Have a clear understanding of confidentiality and discretion required as a member of the staff of this Public Sector Authority	Essential	Application Form and Interview

RAMSEY TOWN COMMISSIONERS

JOINER

CONDITIONS OF SERVICE

1. **APPOINTMENT**

The appointment is subject to a six month probationary period.

The terms of the appointment are those set out primarily in the attached Job Description and particulars herein. A formal contract will be completed by the parties after the appointment, reflecting any further agreement reached with the Authority.

2. **PERIOD OF NOTICE**

The length of notice required to be given to terminate employment is as follows:-

By the Employing Authority

Period of Continuous Employment	Minimum Notice
Two weeks or more but less than two years	Two weeks
Two years or more but less than twelve years	One week for each year of continuous employment
Twelve years or more	Not less than twelve weeks

By the Employee

Period of Continuous Employment	Minimum Notice
One month or more but less than two years	One Week
Two years but less than four years	One week for each year of continuous employment
Four years or more	Four weeks

3. **SALARY AND CONDITIONS OF SERVICE**

The Commission has by analogy adopted the Terms and Conditions of Service as laid down in the Public Services Commission New Starters and Promotions Agreement (“the Agreement”) a copy of which is held in the office for perusal by staff members.

The Agreement provides protection for existing employees and introduces new terms and conditions for new appointees and current employees being promoted.

The pay band for the post is Pay Band 6, salary scale points 13, 15 and 17 (currently £26,286, £28,979 and £31,949). The spine point applied on appointment will be agreed with the successful applicant. If applicable the incremental date will be the first day of the month in which the anniversary of the appointment occurs. Annual increases will be payable in accordance with the Agreement. Salaries are paid monthly directly into the employee’s bank account.

4. NORMAL WORKING HOURS

Monday – Thursday	8.00 am to 12:30pm	1:00pm to 4.30pm
Friday	8.00 am to 13.00pm	

- a 5 day, 37 hour week.

5. ANNUAL AND PUBLIC HOLIDAYS

Minimum annual leave entitlement under the provisions of the Agreement is 21 working days, increasing to 28 days after 10 years' service.

Length of Service	Annual Leave (Days)
On appointment	21
After 1 years	22
After 3 years	24
After 5 years	25
After 8 years	27
After 10 years	28

In addition the appointee will be entitled to public holidays as laid down by the Treasury. Where the workplace is closed on non-Bank Holidays the appointee will be required to utilise annual leave or time in lieu as applicable.

6. PENSION

The successful applicant will join the Isle of Man Local Government Superannuation Scheme which is administered by Douglas Corporation unless they elect to opt out of the Scheme. The employee's contribution is between 5.5% and 7.5% of gross salary deducted from the salary payments. Further details of the scheme are available on request from the Finance Office.

7. DUTIES OF THE POST

See Job Description

Canvassing of members of the Authority directly or indirectly in connection with this appointment shall disqualify the candidate concerned.

Ramsey Town Commissioners

FUNCTIONS AND DUTIES

Abandoned Vehicles	Pedlars and Street Traders
Beaches	Play Areas
Building Control	Public Clocks and Seating
Car Parking	Public Information/Advice
Civic Amenity Site	Public Pleasure/Recreation Grounds
Community Halls	Public Seats and Shelters
Consumer Advice	Public Toilets
Control of Dogs	Rate Setting
Environmental Health Enforcement	Refuse Collection
Events and Attractions	Registration of Births, Deaths, Marriages and Civil Partnerships
Facility for the Public to view Planning	Sanitation
Houses in Multiple Occupation Regulations/Enforcement	Sheltered Housing Authority Administration
Food Hygiene Enforcement	Street Cleaning
Highway Hedgerows, Gulleys & Verges	Street Lighting
Housing	Street Nameplates
Library	Tourist Information
Litter Act/Designated Litter Officer	Unsightly/Derelict Buildings
Local Byelaws/Enforcement	War Memorial
Maintenance of Open Spaces	Sports Facilities
Nuisance Abatement	