

Job Description

Job Title: Technician Apprentice

POSCODE: APPRENTICE

Grade: Grade 6

Overall purpose of the job

To assist the project delivery team to coordinate and supervise on in the development, implementation, and monitoring of the programme of projects assigned to the team.

To ensure a customer focus in the delivery of projects and ensure benefits are realised for communities in terms of net zero, resilience and sustainability.

The Project Delivery team forms part of the Highways and Transport Directorate within Place and Sustainability(P&S) Directorate. The Project Delivery team works closely across P&S to support collaborative delivery of the wider council aims and objectives.

Main accountabilities

	Principal accountabilities
1.	<p>Manage civil engineering tasks and supervise team members within projects that best meet the needs of the local community by actively seeking input from local members, key stakeholders, potential users, and the local community, throughout the development and delivery of projects.</p> <p>Communicate and liaise effectively with all stakeholders and the local community are kept informed of project progress and queries are dealt with sympathetically and within agreed response times.</p> <p>Manage aspects of the project delivery from conception through to completion, this will include but not limited to planning, design, consultation, commissioning and construction of local infrastructure projects.</p> <p>Contribute to ensuring projects take due regard of the needs of all users of the network, especially those who are vulnerable or have particular needs.</p> <p>Liaise with colleagues across the directorate and the Council to ensure the service / projects are delivered in the most efficient, effective, and co-ordinated manner.</p> <p>Engage with key partners such as the District Councils, Department for Transport, Highways England, Network Rail, Environment Agency, Local Enterprise Partnership, Community Groups, and others as required, to deliver infrastructure projects that meet the Council's and partners' objectives.</p> <p>Recording, controlling, and reporting of expenditure against agreed project budgets or costs. Comply with all relevant Health and Safety legislation and best practice in the planning, design, and delivery of projects.</p> <p>Monitoring works when on site to ensure compliance with relevant health and safety and technical specifications.</p>
2.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Person Specification

The ideal applicant will have good communication and organisational skills, the ability to work individually as well as part of a team. Don't worry if you can't yet fully demonstrate the essential criteria, a willingness to learn and develop is just as important and we will support you fully on your apprenticeship journey to undertake a relevant apprenticeship.

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
GCSE Level	Maths, English & Science	Essential
Level 3 (BTEC or A Level)	Qualification or equivalent	Essential

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation	<ul style="list-style-type: none"> Working knowledge of Health and Safety, Construction Design and Management Regulations 2015. Working knowledge of highway legislation. 	Desirable Desirable
Partnership Working	<ul style="list-style-type: none"> An understanding of how to manage the needs of a diverse set of partners 	Desirable
Local Government	<ul style="list-style-type: none"> An understanding of the complexities of local government and the matters affecting it 	Desirable
Skills		
Project Management	<ul style="list-style-type: none"> Ability to prioritise and manage own workload. Awareness and understanding of design and maintenance of a range of highway, cycling and transport related projects and standards. 	Essential Desirable
Experience		
Local Government	<ul style="list-style-type: none"> Experience of working with council members. Commitment to public services and local democracy 	Desirable Essential
Partnership Working	<ul style="list-style-type: none"> Experience of working with local councillors and ensuring that outcomes align with broader political priorities. Experience of working with external partners, consultants, and contractors. 	Desirable Desirable
Communication	<ul style="list-style-type: none"> Good communication and interpersonal skills 	Essential

Finance and Resource Management	<ul style="list-style-type: none"> Understanding of spreadsheet and database packages 	Essential
Climate Crisis and Nature Recovery	<ul style="list-style-type: none"> Knowledge and understanding of climate change, nature recovery and achieving net zero. 	Desirable
Flexibility	<ul style="list-style-type: none"> Have the ability to visit offices and sites, when necessary, where public transport is limited. Have the ability to visit and inspect sites which may have difficult access. Able to work flexibly to attend meetings out of core hours where necessary. This is supported by our flexible working policy. 	Essential Essential Essential
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
--	-------	--------	-------	--------	--------