

Job Description

Job Title		Highways Civil Engineering Apprentice			
Department		Highways and Transportation	Function	Highways and Transportation	
Team	All Groups of Highways and Transportation Services Area	Post number	TBC	Grade	Apprentice LLW
Reports to		Head of Service, Group Manager / Team Manager for annual placements			
Responsible for (include People and resources)		N/A			
Purpose of Job					
<p>The Civil Engineering Apprenticeship scheme is a 3-year programme, which gives the opportunity to train as a Civil Engineering Technician, by following a structured training programme covering a broad range of Civil Engineering and Streetworks activities. The apprentice will support the Highways and Transportation Services Area in ensuring that London Borough of Redbridge's highway network is maintained and operated effectively. The apprentice would be required to study for the relevant Civil Engineering Technician Level 3 Apprenticeship Standard qualification and to acquire the skills, knowledge, and behaviours relating to the role (see below).</p> <p>The role will be subject to three placements within the Highways and Transportation service and will face three rotation placements to ensure a broad skillset is gained throughout the apprenticeship programme.</p> <p>The first area will be the Road Safety and Traffic team, designing and implementing key projects to install safer cycle and walking routes as well as schemes to improve road safety, the second area will be focusing on Highways and Asset Management, maintaining what is out on the network and ensuring our assets are safe and our services provide value for money, the third area will be working in our Network Management team that is responsible for the road works in the borough, coordinating them and inspecting them to ensure they are safe and they are adhering to the conditions set.</p>					
Major duties and responsibilities					
<p>The apprentice will be required to undertake some of the basic duties detailed below in addition to the service specific duties related to the role and the Civil Engineering Technician Level 3 Apprenticeship Standard qualification.</p> <p>1) Service specific duties and responsibilities relating to Highways & Transportation and achievement of Civil Engineering Technician Level 3 Apprenticeship Standard qualification.</p> <p>Road Safety and Traffic Placement</p> <ul style="list-style-type: none"> Assist with project delivery, including site surveys, traffic counts, accident analysis, preliminary design, preparing design drawings, calculations, estimates, consultation with the public, producing technical reports, processing traffic management orders, contract documentation and specifications, carrying out road safety audits, risk assessments, CDM (Health & Safety), budgetary control, supervision of works on site, measurement and settlement of final accounts. Assist in feasibility studies, to obtain authority for the development of projects and other relevant issues. Assist in the project design and implementation comply with all aspects of Construction Design and Management Act, including risk assessments and asbestos identification. 					

- Assist in the management of projects including developing and maintaining projects timetables.

Highways and Asset Management Placement

- Inspect the highway network recording and reporting all defects raised in the Council's asset management system.
- Conduct post-work inspections ensuring works undertaken is what was specified by the Council.
- Provide reports, input data, and analyse the Council's asset management systems (Confirm and Bridgestation) to provide future programmes and accurate asset information.
- Work with the Council's contractors and consultations to ensure key performance indicators are met and are reported on accurately.

Network Management Placement

- Coordinate streetworks to ensure no clashes take place and ensure the expeditious movement of traffic on the road network.
- Inspect the works permitted according to relevant health and safety regulations and the New Roads and Street Works Act 1991.
- Provide administration and site assistance for the Highways Licensing service for skips, scaffolds, hoardings and other applications under the Highways Act 1991.

General Duties

- Assist in the preparation and implementation of Capital and Revenue programmes in Highways and Transportation Service Area.
- Operate all relevant IT systems required to efficiently produce documents. Assist to maintain existing office data systems using standard software applications (e.g. Microsoft Word and Excel, MapInfo, Confirm, Bridgestation, AutoCAD and other relevant computer software programmes).
- Communicate with clients, customers, residents, businesses, external consultants and contractors, internal and external stake holders and Members of the Council as appropriate to level of responsibility and assist in presentations to customers and Members relating to projects you are involved in.
- Develop a broad understanding of how London Borough of Redbridge manages the maintenance and operation of the London Borough Redbridge Highway Network.
- Assist in the development of new business opportunities and initiatives within the government guidelines.

2) Undertaking a range of Administrative duties including:

- Preparing papers for and booking or organising meetings.
- Preparation, distribution and analysis of public consultation questionnaires relating to Highways Schemes.
- Establishing and maintaining manual and/or computerised systems for filing and reference material.

- Collating statistical information using spreadsheets as necessary for budgetary/reporting work.
- Dealing with telephone calls and taking messages.
- Developing a portfolio and evidence of competence and learning for regular on-going assessment.
- To take part in the Councils' employee communication system.
- Suggest new initiatives relating to good practice in conjunction with the Group Manager.
- To assist towards the Council's Investors in People.
- Co-operate with the implementation of all existing and future Human Resource Policies introduced by the Council.
- Ensuring own practice reflects the council's Equal Opportunities and Health and Safety Policies.

3) Training Requirements:

- To attend College at least one day per week in the London area.
- To undertake the Civil Engineering Technician Level 3 Apprenticeship Standard qualification between 2-3 years.
- To attend college and complete course work on time and to a high standard.
- To attend any in-house training programmes identified as part of a development programme.
- On-the-job training will be provided to carry out the above-mentioned duties.

Responsibility for resources:

None

The council operates a non-smoking policy.

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Person specification

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<i>Method of candidate assessment: A = Application Form I = Interview T = Test</i> <i>Weighting: 3 = Essential, 2 = Desirable</i>					
Selection Criteria				A - I - T	Weighting
Education and Qualifications:				A	3
<ul style="list-style-type: none"> A minimum of 3 GCSE's grades A-C, including English and Maths. 					
Competencies:					
Planning, organising & achieving results:					
<ul style="list-style-type: none"> Manages own time to complete tasks within agreed deadlines. Pays attention to detail and accuracy. Familiar with a range of I.T packages e.g. word, excel and outlook. Undertakes all task willingly, is prepared to go that extra mile. Ability to follow instructions and work within set procedures. 				A/I	3 3 3 3 3
Analysis and Judgement:					
<ul style="list-style-type: none"> Ability to break simple problems down into parts. Is aware of various information sources connected with immediate job and able to get the information needed under the direction of manager or colleague. 				I I	2 2
Building relationships, working together and in partnership:					
<ul style="list-style-type: none"> Co-operates and works well with others in the pursuit of team/organisational goals, sharing information and supporting others. Establishes and maintains open relationships with a wide range of people. 				A/I A/I	3 2
Embracing change:					
<ul style="list-style-type: none"> Is adaptable/receptive to new ideas. Is willing and able to deal with changing priorities and circumstances. 				A/I A/I	3 2
Customer focus:					
<ul style="list-style-type: none"> Listens to the needs/views of all customer/clients/service users. 				A/I	3
Personal Effectiveness and Self Development:					
Takes responsibility for own development, actively pursuing learning and career development opportunities.				A/I	2
Respecting & implementing diversity:					
<ul style="list-style-type: none"> Displays an understanding of equality issues Understands the impact of disadvantage on minority groups 				A/I A/I	2 2
Other job requirements:					
<ul style="list-style-type: none"> Reside in Redbridge 				A	2