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| **Service:**  **Reports to:**  **Job Family:**  **Grade:**  **Political restricted:**  **Date:** |

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| Highways & Transportation  Programmes & Strategic Projects Manager  Professional & Technical  Apprentice Level 3  N  August 2023 |

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| **Key Deliverables** |

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| Apprentice Civil Engineer  JE Code: MKLA0213 Apprentice    **Values** **–** **We are dedicated, respectful, collaborative, we are Milton Keynes** **City** **Council** |



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| **1.** | To provide technical support to the Highways service covering all aspects of the service including drainage,  wider corporate, electrical, and civil engineering projects. |
| **2.** | Be responsible for recording information accurately on Council systems. |
| **3.** | To apply key principles of Civil Engineering to projects and programmes at the planning and delivery stages  alongside senior highways engineers. |
| **4.** | Train to use sector specific software packages such as CAD or BIM to produce technical drawings for  highways projects, schemes, and programmes. |
| **5.** | To help provide support for the preparation and planning of technical project meetings and assisting with  day-to-day technical project administration, co-ordination, planning and simple design activities |
| **6.** | Work towards and successfully pass a Level 3 Civil Engineering Apprenticeship including the End Point Assessment within 36 months. |
| **7.** | The knowledge, skills and behaviours required to pass the End Point Assessment of the Civil Engineering Apprenticeship at level 3 are gained within 36 months. |
| **8.** | Liaise with colleagues and external stakeholders in relation to highways operations and service enquiries |
| **9.** | Gain the necessary job specific knowledge, skills and behaviours required to meet the service requirements. |

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| *Within reason these key deliverables may* *evolve to meet service need and it is expected that you will be flexible and*  *adaptable in your delivery to meet both service and council wide needs*  **Essential Requirements** **(key skills & qualifications)** |

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| **1.** | GCSE Grade 9-4 in English and Maths or equivalent e.g., Functional Skills Level 2 in English and Maths or  demonstrable ability to achieve during apprenticeship. (A basic skills assessment will be undertaken as part  of recruitment process.) |
| **2.** | Strong organisation skills to manage workload including multiple projects |
| **3.** | Good written and communication skills. |
| **4.** | Ability to work well with people and using own initiative, also have good interpersonal skills to liaise with a  variety of colleagues and external or regulatory bodies. |
| **5.** | Be able to work in all weathers and on engineering sites and within an office environment |
| **6.** | Ability to use MS Office software, with a high degree of computer literacy as well as being well organised  and methodical with the ability to follow processes and procedures. |
| **7.** | Commitment to personal development, to include development plans, training, and identification of  opportunity. |
| **8.** | Successful achievement of the Knowledge, Skills and Behaviours required of the Civil Engineering Apprenticeship and passing of the End Point Assessment. |

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| Job Family  Professional/Technical  Grade D |

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| **Colleagues** **expectations** **Managers expectations** |

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| Be professional at all times  Work together for the good of the team,  council and local people  Promote a supportive culture  Challenge assumptions  Take ownership  Be willing to change and do things  differently  Always work in a safe manner |

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| Be a role model by displaying positive  behaviours at all times  Make well-considered decisions  Support, coach and communicate with my  team  Be accountable for my team’s performance |

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| Professional/Technical job holders rely upon their deep knowledge of the specialism or discipline in which  they work to carry out vital tasks and provide authoritative advice to others. Often developing within  recognised career paths, their evolving expertise sees them bear increasing responsibility for managing  Council assets, the development of policies and procedures and the strategic direction of the functions they  support.  **Role** **characteristics** |

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| At this level roles solve varied problems and have a work horizon several weeks ahead. They are proactive  in seeking solutions to unexpected issues and their experience allows them to work independently within  the limits of their team responsibility.  **The** **knowledge and skills required**  Well versed in the complex technical procedures of their specialism, job holders will have undergone  dedicated formal education/training in the development of their expertise. This level is also appropriate for  those with graduate level qualifications conferring a theoretical understanding of their field, but without a  great deal of specific experience.  While the majority of roles will have demands for manual dexterity in relation to typing and similar functions,  other jobs will use a range of equipment requiring precision in their use and handling.  **Thinking,** **planning and** **communication**  Job holders will need to make judgements as well as creative choices related to the tasks they carry out and  the advice or guidance they give others. Problems are likely to crop up quite regularly and their solutions will  come from both standard practice guidelines and reliance upon job holders’ technical expertise in their  particular discipline. Job holders will deal with many day-to-day issues but will also be required to plan ahead  several weeks ahead to achieve personal and team goals.  The terminology used within job holders’ specialism can be a barrier to communication, so job holders will  need to exercise their interpersonal skills to effectively exchange factual information with a range of  audiences. Job holders will help others understand issues and make choices, guide & advise, offer choices |



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| and suggest alternatives.  **Decision** **making and** **innovation**  Job holders enjoy some autonomy in determining the best practical approach to meeting goals and targets.  Although working in a team context where working to recognised procedures ensures consistency, they will  need to respond independently to unexpected problems and situations, referring particularly unusual or  difficult issues to a manager.  **Areas of responsibility**  At this level, rather than provide a straightforward service to others, job holders will need to carefully assess  their specific needs and tailor their response appropriately. Alternatively, some roles will be responsible for  implementing regulations in such areas as public health, housing or democratic governance.  There will be no supervisory responsibility at this level, but job holders may assist with the orientation of  new starters, volunteers or students.  Given the diversity of jobs, the specific nature of responsibilities will depend upon the needs of the team.  They are likely to be either financial accountability at the level of regular cash handling or  monitoring/spending from an agreed budget or the careful use and maintenance of significant Council assets  such as vehicles, equipment, information and resources.  **Impacts and** **demands**  Tasks and duties will be generally carried out in a sedentary position but there will always be a requirement  for standing and walking from time to time, and the occasional need to lift or carry items.  The problem solving and decision-making elements of these jobs mean that job holders require lengthy  periods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptions  and conflicting demands.  Duties will not require job holders to develop and maintain working relationships with people who, through  their circumstances or behaviour, place particular emotional demands on the job holder.  Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant or  hazardous working conditions. Particularly when the needs of their specialism require them to work on  external sites exposed to the weather, in or around refuse and waste plant, close to particularly noisy  machinery and in similar environments. Other jobs, such as enforcement roles, may also see job holders  exposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk and  conform to health and safety regulations to mitigate any negative effects of such exposure. |