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

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| Highways & TransportationProgrammes & Strategic Projects ManagerProfessional & TechnicalApprentice Level 3NAugust 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 stagesalongside senior highways engineers. |
| **4.** | Train to use sector specific software packages such as CAD or BIM to produce technical drawings forhighways projects, schemes, and programmes. |
| **5.** | To help provide support for the preparation and planning of technical project meetings and assisting withday-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 ordemonstrable ability to achieve during apprenticeship. (A basic skills assessment will be undertaken as partof 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 avariety 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 organisedand methodical with the ability to follow processes and procedures. |
| **7.** | Commitment to personal development, to include development plans, training, and identification ofopportunity. |
| **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 FamilyProfessional/TechnicalGrade D |

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

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| Be professional at all timesWork together for the good of the team,council and local peoplePromote a supportive cultureChallenge assumptionsTake ownershipBe willing to change and do thingsdifferentlyAlways work in a safe manner |

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| Be a role model by displaying positivebehaviours at all timesMake well-considered decisionsSupport, coach and communicate with myteamBe 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 whichthey work to carry out vital tasks and provide authoritative advice to others. Often developing withinrecognised career paths, their evolving expertise sees them bear increasing responsibility for managingCouncil assets, the development of policies and procedures and the strategic direction of the functions theysupport.**Role** **characteristics** |

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| At this level roles solve varied problems and have a work horizon several weeks ahead. They are proactivein seeking solutions to unexpected issues and their experience allows them to work independently withinthe limits of their team responsibility.**The** **knowledge and skills required**Well versed in the complex technical procedures of their specialism, job holders will have undergonededicated formal education/training in the development of their expertise. This level is also appropriate forthose with graduate level qualifications conferring a theoretical understanding of their field, but without agreat 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 andthe advice or guidance they give others. Problems are likely to crop up quite regularly and their solutions willcome from both standard practice guidelines and reliance upon job holders’ technical expertise in theirparticular discipline. Job holders will deal with many day-to-day issues but will also be required to plan aheadseveral weeks ahead to achieve personal and team goals.The terminology used within job holders’ specialism can be a barrier to communication, so job holders willneed to exercise their interpersonal skills to effectively exchange factual information with a range ofaudiences. 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 willneed to respond independently to unexpected problems and situations, referring particularly unusual ordifficult issues to a manager.**Areas of responsibility**At this level, rather than provide a straightforward service to others, job holders will need to carefully assesstheir specific needs and tailor their response appropriately. Alternatively, some roles will be responsible forimplementing 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 ofnew 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 ormonitoring/spending from an agreed budget or the careful use and maintenance of significant Council assetssuch 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 requirementfor 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 lengthyperiods of enhanced mental attention to attend to duties, while also dealing with deadlines, interruptionsand conflicting demands.Duties will not require job holders to develop and maintain working relationships with people who, throughtheir circumstances or behaviour, place particular emotional demands on the job holder.Many Professional / Technical job holders find themselves exposed to some disagreeable, unpleasant orhazardous working conditions. Particularly when the needs of their specialism require them to work onexternal sites exposed to the weather, in or around refuse and waste plant, close to particularly noisymachinery and in similar environments. Other jobs, such as enforcement roles, may also see job holdersexposed to verbal abuse and threatening environments. In all cases, job holders will minimise risk andconform to health and safety regulations to mitigate any negative effects of such exposure. |