Role profile

**Apprentice DM & Civil Engineer**

**Our values:**

**We are dedicated, respectful, collaborative. We are Milton Keynes City Council.**

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| **Service** | Highways & Transportation |
| **Reports to** | Senior Highways Engineer |
| **Job family** | Professional and Technical |
| **Grade**  | Apprentice Wage |
| **Political restricted?** | N |
| **DBS required?** | N  |
| **Date**  | July 2024 |
| **JE Code** | MKLA0213 |

Key deliverables

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| **1** | To review and respond to minor planning application consultations from the planning department, including consideration of potential impacts on the highway network and any conflicts with Council policies. To assist with the consideration of major planning applications. |
| **2** | To assist with technical audits of submissions under Section 38 and Section 278 of the Highways Act for the adoption of new highways and the alteration of existing highways. To liaise with developers and their agents in the processing of these submissions. |
| **3** | To assist with and process applications for Stopping Up of Public Highway and related procedures under the Highways Act and Town & Country Planning Act. |
| **4** | To support the Adoptions team with registration of S38 legal agreements and S38 Final Certificates on the Land Registry. |
| **5** | To apply key Civil Engineering principles to projects and programmes at the planning and delivery stages. To provide support in the preparation and planning of project meetings and to assist with project administration and co-ordination. |
| **6** | Train to use sector specific software packages such as CAD and BIM to produce technical drawings for highways projects, schemes, and programmes and to assist with design activities. |
| **7** | Acquire the knowledge, skills and behaviours required to pass the End Point Assessment of the Civil Engineering Apprenticeship at level 3 and to successfully pass the End Point Assessment within 36 months. |
| **8** | To provide technical support to the Highways service and to gain the necessary job-specific knowledge, skills and behaviours required to meet service requirements and to liaise with colleagues and external stakeholders in relation to highways operations and service enquiries. |

*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 city council wide needs*

**Essential requirements** Key skills, expertise, and 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 opportunities. |
| **8** | Attainment of the knowledge, skills and behaviours required of the Civil Engineering Apprenticeship and successful passing of the Level 3 End Point Assessment. |

Job family

**Professional and Technical (Grade D)**

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| **Colleague expectations*** Be professional at all times
* Work together for the good of the team, city 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
 | **Manager expectations*** 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 and 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 city council assets, the development of policies and procedures and the strategic direction of the functions they support.

This element of the profile, taken from the job family descriptor for this grade, provides a general understanding of the level of work and demands required.

**Role characteristics**

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 and advise, offer choices 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 and 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.