

Apprentice Civil Engineer Technician

Job Ref: 19212

We are looking for motivated, enthusiastic people to join us on an apprenticeship programme. If you're looking for the opportunity to kick start your career in Civil Engineering, gaining on the job work experience whilst studying for a Level 3 Civil Engineering Technician qualification, come and work with us as an Apprentice Civil Engineering Technician.

Hours of Work 37 hours per week
Contract Duration Fixed Term – 36 months
Location of Work Kingsway House, Billingham
Salary / Wage

Age	Hourly Rate	Full Time Annual Salary
Under 18	£4.35	£8,392
18 -20	£6.15	£11,865
21 - 24	£7.70	£14,855
25 and over	£8.21	£15,839

About Us:

Stockton-on-Tees Borough Council is a successful and award winning Council who employ over 3,000 employees in a vast range of job roles across many different services in the Borough of Stockton-on-Tees.

At SBC we truly value our Apprentices. We recognise that Apprenticeships help us identify new talent, build new skills in our workforce and increase diversity in the workplace. Apprenticeship help us to develop our future skills, to enable us to deliver our ambitious plans whilst also assisting in shaping the apprentice's future.

Would you like the opportunity to work in an award winning multi-discipline civil engineering design team that improves the way people live and go about their everyday lives by providing vital infrastructure, protecting the environment and driving economic growth in the region? The team get involved in a wide variety of exciting and creative projects from multi-million pound nationally important transport infrastructure schemes such as the proposal for a new Tees Road Crossing to the construction of new roundabouts. The team also get involved with environmentally important projects such as Leven Bank erosion scheme and sensitive and unique developments such as a new crematorium.

Job Description:

As an Apprentice Civil Engineering Technician you will gain valuable and varied experience as part of a busy service environment that prides itself on customer service excellence and quality. You will assist with the delivery of a significant capital programme of civil engineering works that are predominantly highway related and assist with the inspection of the Authorities highway structures.

Essential Requirements:

All candidates are required to meet the essential requirements set out below. Please address in your application how you meet the following:

- Minimum of 5 GCSE's of Level 4/C and above including Maths, English and a science subject
- Experience working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative
- Ability to work in an organised and methodical way to analyse and solve problems
- Demonstrate sound technical aptitude and attention to detail
- Ability to understand and apply regulations and instructions
- Excellent Communication and Interpersonal skills
- Innovative and logical thinking to resolve issues
- Committed to providing excellent customer service
- Due to the nature of job role, must have the capacity to be able to safely and independently negotiate uneven ground on construction sites, railway tracks etc. and access platforms at height which involves climbing ladders and scaffolding
- Demonstrates the Council's Behaviours which underpin the Culture Statement

You must not hold an existing qualification at the same or higher level as this apprenticeship in a similar subject

Appointment may also be subject to the following pre-employment checks:

- Medical Check
- Satisfactory reference.

Apprenticeship Qualification

You will be given appropriate paid time off work to attend College and work towards completion of your apprenticeship qualification.

Qualification: Civil Engineering Technician – Level 3

<https://www.instituteforapprenticeships.org/apprenticeship-standards/civil-engineering-technician/>

Training Provider: Northern Skills / Middlesbrough College

Professional Recognition: On completion you will have satisfied the requirements for registration as an Engineering Technician by the relevant professional engineering institution.

Future Prospects:


There may be the opportunity to undertake a higher level apprenticeship qualification and the potential to secure a permanent position within the Council for the right candidate to grow within the organisation.

You may will be eligible to gain academic progress to the BTEC HNC in Construction. Progression may also be possible to Foundation Degrees, BSc and BEng degrees in construction and civil engineering.

How to Apply:

Please complete our Apprenticeship application form, and submit this to apprenticeships@stockton.gov.uk no later than the closing date of **Sunday 16th June 2019**.

Please ensure you refer to the essential requirements outlined in the advert and Job Description / Person Specification when completing the personal statement on your application, as this information will be used to shortlist candidates for the next stage of selection.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Economic Growth & Development Services		Service Area: Design Services	
JOB TITLE: Apprentice Civil Engineering Technician			
GRADE: Apprentice Rate of pay - Minimum Wage for Age			
REPORTING TO: Design Services Manager			
1.	JOB SUMMARY: To assist with the delivery of a significant capital programme of civil engineering works that are predominantly highway related and assist with the inspection of the Authorities highway structures. To work towards completion of a Civil Engineering Technician Level 3 Apprenticeship qualificaiton		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To support and assist the Design Services Manager and other team members in the provision of effective Design Consultancy Services	
	2	To work as part of an integrated team and support and assist with delivering the following services:- <ul style="list-style-type: none">a. Feasibility, design and construction of new and improved highway schemes ranging from major junction highway works to minor cycleway improvements.b. Engineering infrastructure works on reclamation, environmental improvement and redevelopment sites including liaison as required with other divisions and service groups.c. Engineering advice and support for building construction projects.d. Provision of a land surveying service for the Authority.e. Demolition and security work including essential work to dangerous buildings and asbestos removal or treatment.f. Management of the Councils Highway Structures including inspections of bridges and other highways structures.g. Inspection of engineering works on private development sites in connection with highway, drainage and open space adoption by the Authority.	
	3	To support and promote the Council's core values and corporate service standards and to communicate these throughout the team	
	4	To support and assist with necessary consultations with other groups sections, departments and organisations.	
	5	To assist in the development of a culture which is consistent with the Council's vision of enthusiastic and forward-looking partnership, and delivery of efficient and effective services within a Customer First environment.	
	6	To assist and support team compliance with Health and Safety legislation and in particular the CDM regulations.	

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Gary Laybourne	Gary Laybourne	15/05/19
Job Description agreed by: (Post holder)			.

Job Description dated May 2019

PERSON SPECIFICATION

Job Title/Grade	Apprentice Civil Engineering Technician	Apprentice Rate of pay - Minimum Wage for Age
Directorate / Service Area	Economic Growth & Development Services	Design Services
Post Ref:	19212	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Minimum of 5 GCSE's at Level 4/C and above including Maths, English and a science subject <p>Please note: You must not hold an existing qualification at the same or higher level (Level 3 or above) as this apprenticeship in a similar subject.</p>		Application form
Experience	<ul style="list-style-type: none"> Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative. Prioritisation of work to meet deadlines 	<ul style="list-style-type: none"> Experience of interpreting engineering drawings, maps and historical records? Experience of producing drawings using AutoCad. 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> Communication & Interpersonal skills - both orally and in writing. ICT Skills (including Microsoft Office) Customer service skills Ability to work in an organised and methodical way to analyse and solve problems 	<ul style="list-style-type: none"> The ability to read and interpret engineering drawings, maps and historical records 	Application / Interview

	<ul style="list-style-type: none"> • Demonstrate sound technical aptitude and attention to detail • Ability to understand and apply regulations and written instructions. • Innovative and logical thinking to resolve issues • Be articulate and able to converse confidently in a pleasant and professional manner. 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Committed to own personal development. • High personal standards of self-discipline • Highly motivated, and not easily discouraged 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Able to work flexible hours to incorporate evening and weekend work as required. • Due to the nature of job role, must have the capacity to be able to safely and independently negotiate uneven ground on construction sites, railway tracks etc. and access platforms at height which involves climbing ladders and scaffolding. 	<ul style="list-style-type: none"> • Able to travel independently across the Borough 	Application / Interview

Person Specification dated

May 2019