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| **Job Description** |
| **Post title** | Degree Apprentice (Civil Engineering) |
| **JE Reference No** | N9701 |
| **Grade** | Grade 1 |
| **Service** | Regeneration, Economy and Growth |
| **Service Area** | Transport and Contract Services – Strategic Traffic |
| **Reporting to** | Highway Development Manager |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

*Use this section to describe the overall purpose and objectives of the post in clear and unambiguous language. The description should be brief and should represent the main aims of the job.*

As a Civil Engineering Degree Apprentice, you will develop skills, knowledge and experience working in Transport and Contract Services.

You will work across the Transport Services of Durham County Council within Strategic Traffic Management. You will train towards a Degree in Civil Engineering. The structured training programme will enable you to gain experience, further education and broad base skills within Traffic Management and Transport Planning.

The apprenticeship role involves supporting technical officers in assessing the requirement for new roads and associated infrastructure. You will work alongside Technicians and Engineers reviewing technical drawings, using computer software to produce drawings to specified standards.

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| **Duties and responsibilities** |

To learn and be given training in the required skills and responsibilities over the term of the apprenticeship to then be able to undertake the full range of duties listed below:

* To study and achieve all aspects of the Civil Engineering Degree Apprenticeship during the duration of the apprenticeship
* Learn the principles and techniques used to evaluate the impact of civil engineering infrastructure on society and the environment taking account of business, client and end user needs in its construction, management and use.
* Develop skills in mathematical, scientific and engineering principles, methods and modelling that underpin the design and construction of civil engineering infrastructure.
* Understand the use and validation of digital solutions and data gathering tools to model, evaluate, design, test, build and manage civil engineering infrastructure, refining as required and applied to integrated solutions.
* Gain knowledge in a range of research techniques used to develop innovative solutions to civil engineering problems and the use of current and emerging technologies and products.
* Understand the design and quality standards, codes of practice, legal and regulatory frameworks, such as those of asset owners and regulatory bodies, that govern the life cycle of civil engineering infrastructure..
* Learn how to communicate effectively and provide guidance to others through design models, calculations, reports, drawings, specifications, presentations, digital media and discussions with those both inside and outside the industry.
* Be able to evaluate the impact of civil engineering infrastructure on society and the environment taking account of business, client and end user needs in its construction, management and use.
* Develop innovative, safe, technical solutions to civil engineering problems through the use of research techniques, market intelligence and best practice.
* Learn how to Interpret and apply design and quality standards including codes of practice, legal and regulatory frameworks, in the development of civil engineering solutions, the determination of construction methods and the technical aspects of site activities.
* Develop skills to be able to manage the planning, budgeting and organisation of tasks, people and resources through the use of appropriate management systems, working to agreed quality standards, project programme and budget, within legal, contractual and statutory requirements.
* Meet agreed performance standards in relation to the post.
* Ensure all work carried out by the service follows agreed procedures.
* To attend training as determined appropriate by the council in relation to working practices and the Apprenticeship Programme. All employees have a responsibility to undertake training and development as required.
* To provide a high level of customer service.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Level 3 qualifications meeting 120 UCAS points one of which must be Mathematics at Grade B and another analytical science subject (Biology, Chemistry, Computer Sciences, Physics or Technology), or recognised equivalents or an equivalent e.g. A Levels and BTEC extended diplomas are accepted
* Level 2 qualification covering English & Maths e.g. GCSE’s Grade 4 or above including functional skills
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| Experience |  | * Work experience either in a paid or voluntary capacity
* Knowledge of the work carried out by Transport and Engineering within Durham County Council
* Evidence of an interest in Engineering e.g. school project
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| Skills & Knowledge | 1. Ability to organise work
* Ability to follow instructions and request additional information when required
* Ability to manage time effectively
1. Ability to work individually as well as a member of a team
2. Commitment to quality
3. Commitment to customer service
4. Good interpersonal skills
5. Ability to communicate effectively both orally and in writing
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| Personal Qualities | * Pleasant manner when dealing with colleagues and customers
* Flexible approach to work
* Willingness to learn
* Enthusiastic
* Self-motivated
 | * A commitment to personal development
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