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| **Job Description** |
| **Post title** | Apprentice (Civil Engineering Technician) |
| **JE Reference No** |  |
| **Grade** | Apprentice |
| **Service** | Neighbourhoods and Climate Change |
| **Service Area** | Technical Services |
| **Reporting to** | Paul Newman |
| **Location** | Your normal place of work will be County Hall, 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 an apprentice you will work across the Strategic Highways Services of Durham County Council. You will train towards a Level 3 in Civil Engineering. The structured training programme will enable the apprentices to gain experience, further education and broad base skills within Civil Engineering.

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| **Duties and responsibilities** |

*Use this section to provide a detailed description of the responsibilities of the post. The duties and responsibilities should be described in such a way as to provide a clear picture of the activity to be undertaken.*

* To study and achieve Civil Engineering Level 3 during the duration of the apprenticeship
* To provide technical support to the Strategic Highways Structures Team: -
	+ Preparation of prioritised work programmes for structures schemes
	+ Preparation of design brief for structures schemes
	+ Maintaining the accuracy of the highway structures inventory
	+ Upkeep of highway structures asset data base
	+ Assist in undertaking structure inspections
	+ Use of office IT applications (Word, Excel etc.)
	+ Project related administration duties
	+ Working to the Quality Assurance System
	+ General technical support
* Assist the Structures Manager in ensuring the various performance standards and targets are achieved
* Assist in monitoring the budgets.
* To co-operate effectively with others in the corporate working of the Service.
* To liaise effectively with other County Council Services and relevant outside bodies on the work of the Group.
* To respond appropriately to emergencies arising in relation to the work of the Section
* To undertake such other appropriately graded duties and responsibilities which may from time to time be allocated to the post
* Stakeholders and service user consultation including technical site visits
* Attend meetings with partners, contractors and/or stakeholders when required
* Report and feedback stakeholders and service user consultation to Structures Manager
* Foster and maintain good relationships with a wide range of internal and external stakeholders

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

* Meet agreed performance standards in relation to the post.
* 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.

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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 | * Either have or expect to achieve 5 GCSEs Grade A-C/9-4 including either English Language or Literature, Mathematics and a science subject or Level 2 in literacy and numeracy (or equivalent).

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| Experience |  | * Work experience either in a paid or voluntary capacity
* Knowledge of the work carried out by the Strategic Highways Team 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 | * A commitment to personal development
* Pleasant manner when dealing with colleagues and customers
* Flexible approach to work
* Enthusiastic
* Self-motivated
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