

**Northumberland County Council**  
**JOB DESCRIPTION**

<b>Post Title:</b> <b>Apprentice Network Engineer</b>		<b>Directorate/Service:</b> Transformation & Resources / Digital & IT - Technology	<b>Office Use</b>
<b>Band:</b> Band 3			JE ref: HRMS ref:
<b>Responsible to:</b> Network Team Leader		<b>Workplace:</b> County Hall	
<b>Job Purpose:</b> As a Network Engineer Level 4 Apprentice, you will work alongside experienced professionals to gain hands-on experience in designing, implementing, and maintaining network infrastructure. This apprenticeship offers a unique opportunity to develop technical skills and knowledge while working on real-world projects.			
<b>Resources</b>			
	Staff	None	
	Finance	None	
	Physical	Use of IT Equipment and shared responsibility for other equipment provided.	
	Clients	May be required to work with internal and external customers.	
<b>Duties and key result areas:</b> Undertaken individually or as part of a team, these are examples of the nature and level of those expected to be undertaken by the post holder. <b>You will complete apprenticeship training to enable you to develop into the below responsibilities:</b> <ul style="list-style-type: none"><li>1. Configure and troubleshoot routers, switches, firewalls and other network devices.</li><li>2. Collaborate with team members to deploy and manage network services, including VPNs, VLANs, and DHCP.</li><li>3. Monitor network performance and identify areas for improvement.</li><li>4. Provide technical support and assistance to end-users.</li><li>5. Document network configurations, procedures, and troubleshooting steps.</li><li>6. Assist in the design and implementation of network infrastructure solutions.</li><li>7. Stay updated on industry trends and best practices in network engineering.</li></ul>			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.			
<b>Work Arrangements</b>			
Physical requirements:		Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.	
Transport requirements:		n/a	
Working patterns:		37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services.	
Working conditions:		Minimal exposure to disagreeable, unpleasant or hazardous conditions.	

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**PERSON SPECIFICATION**

<b>Post Title: Apprentice Network Engineer</b>	<b>Director/Service: Transformation &amp; Resources / Digital &amp; IT - Technology</b>	<b>Ref:</b>
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>5 GCSEs passed at grade 4 (C) or above, including GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> <li>A Level, NVQ level 3 or equivalent</li> <li>A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul>	<ul style="list-style-type: none"> <li>A degree or relevant professional qualification</li> </ul>	Application Interview
<b>Experience</b>		
<ul style="list-style-type: none"> <li>IT Skills including MS Office packages such as Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>Experience in project management.</li> </ul>	Application Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</li> <li>Good organisational, problem solving and planning skills</li> </ul>	<ul style="list-style-type: none"> <li>Customer care skills</li> <li>Team working, or can demonstrate working in teams</li> </ul>	Application Interview
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Normally works in a seated position with some standing, walking, stretching or lifting</li> <li>Regular periods of concentrated mental attention with some pressure from deadlines, interruptions and conflicting demands</li> <li>Ability to deal with conflicting demands within tight time-frames.</li> <li>Good time management, planning, organisational skills and flexibility in work in order to deliver to tight deadlines.</li> </ul>		Application Interview
<b>Personal attributes</b>		
<ul style="list-style-type: none"> <li>Motivation</li> <li>Willingness to work</li> <li>Reliable, good time keeping</li> <li>Ability to work as a team member</li> </ul>		Application Interview
<b>Other</b>		
<ul style="list-style-type: none"> <li>Committed to Equality and Diversity and Safeguarding</li> <li>Committed to Health and Safety and client confidentiality</li> <li>Committed to providing a quality administrative support</li> </ul>	<ul style="list-style-type: none"> <li>Full clean driving license with the ability to drive</li> <li>Able work outside of normal office hours occasionally</li> </ul>	Application Interview

• Committed to the Values & Vision of Northumberland County Council		
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