

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Highways Technical Assistant Apprentice	<b>Director/Service:</b> Local Services - Technical Services	<b>Office Use</b>
<b>Band:</b> National Apprenticeship Pay Framework		JE ref:
<b>Responsible to:</b> Team Leader	<b>Workplace:</b> Various	HRMS ref:
<p><b>Job Purpose:</b> To work in a supported learning environment to develop the skills and knowledge that will assist the apprentice to complete their qualification in civil engineering and secure employment and progress in their career in the future. You will be expected to develop and apply the technical knowledge gained during training, to the job role. Key to your success will be the ability to develop relationships across all levels within the organisation, good time management &amp; organisational skills as well as enthusiasm &amp; commitment. A Civil Engineering Technician provides technical support to engineers and other construction professionals in the design, development, construction, commissioning, decommissioning, operation or maintenance of the built environment and infrastructure.</p>		
<b>Resources</b>		
<b>Staff</b>	None	
<b>Finance</b>	None	
<b>Physical</b>	Use of IT Equipment and shared responsibility for other equipment provided	
<b>Clients</b>	Visitors & Contractors	
<p><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 postholder.  <b>You will undertake apprenticeship training to enable you to develop into the below responsibilities:</b></p> <ol style="list-style-type: none"> <li>To undertake and successfully complete the End Point Assessment of the apprenticeship standard.</li> <li>To know and understand the principles of health, safety, and welfare and how to apply this in relation to your own role and of others</li> <li>To know and understand the responsibilities under current legislation (including Health and Safety at Work Act 1974, Provision and Use of Workplace Equipment 1998, Manual Handling Operations regulations 1992) and official guidance (risk assessments, method statements) to undertake work</li> <li>To know and understand how to work in accordance with the National Highways Sector Schemes, Industry Codes of Practice, the New Roads &amp; Street Works Act and other guidance relevant to the occupation</li> <li>The different techniques and methods used to design, build and maintain civil engineering projects. This includes understanding how ideas and requirements are converted into engineering designs, knowing the standards, contracts and specifications and their impact on the design and construction process.</li> <li>To know and understand the structure of the highway, civic engineering methods, construction technology and have knowledge of different road categories and types, construction materials and working methods</li> <li>Safe working practices and how to comply with them. Understanding regulations such as Construction Design and Management (CDM), Common Safety Method (CSM), hazard identification, mitigation and health safety and risk management in relation to project delivery.</li> <li>To know and understand how to identify, locate and excavate around underground services such as gas and power cables to avoid strikes and loss of service</li> </ol> <p>Skills (on completion):</p> <ol style="list-style-type: none"> <li>Be able to apply appropriate health, safety and environment procedures when working on the road</li> <li>Be able to plan and undertake work practice productively when carrying out repairs to potholes, pavements and kerbs, and laying new surfaces on rural and urban roads</li> <li>Select and use appropriate scientific, technical and engineering principles, techniques and methods to contribute to the design and delivery of infrastructure and building projects. This includes the ability to produce and self-check; calculations, models, drawings etc. use appropriate systems for data gathering, Computer Aided Drawing (CAD), Building Information Management (BIM) and project management; and assist with surveys and inspections.</li> <li>Be able to read, interpret and work to drawings, specifications and highways information. Highways information will include details on the use of safety barriers, cones, traffic flow and safety zones to work within, whilst employed on the highway</li> </ol>		

13. Keep themselves and others safe by adhering to safe working practices. This includes the ability to identify hazards and assess risks, follow safe systems of work and adhere to all company safety policies.
14. Be able to apply safe working practice for removing, storing, lifting and handling of resources
15. How to work effectively and contribute to engineering solutions by the correct use of resources and time. This includes an understanding of project management systems, tools and techniques as they are applied to the design and construction process.
16. Be able to install street ironworks (drain access covers and frames and gully gates situated on the road) to given work instructions
17. Be able to prepare and operate powered tools or pedestrian plant, machinery or equipment for use on roads. This will include machinery for generator's, pumps, pedestrian operated plant (e.g. pushed roller), mixers, compressors and self-powered tools (pneumatic drill)
18. This includes an understanding of different communication methods and when to use them; how to write technical reports; drawing and modelling conventions and engineering terminology; collaboration and effective team working.
19. Be able to work with other sub-contractors on larger schemes (e.g. traffic management)
20. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.
21. To be committed to follow policies, practices and procedures in relation to employees of the County Council
22. To be committed to self-development making use of training and development opportunities identified through appraisal
23. To ensure job knowledge is updated by following council instructions, attend team meetings, participate in supervision and to adhere to the requirements of the training provider to undertake the required apprentice's standard

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Postholders 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.

#### Work Arrangements

Physical requirements:	Travel to work sites, area offices, meetings or other venues throughout the County and region and further afield on occasion.
Transport requirements:	
Working patterns:	May include weekends and evenings. Mainly office based but some travel required.
Working conditions:	Outdoor exposure to all weathers.

### PERSON SPECIFICATION

Post Title: Highways Technical Assistant Apprentice	Director/Service: Local Services – Technical Services	Ref:
<b>Essential</b>	<b>Desirable</b>	Assess by
<b>Qualifications and Knowledge</b>		
<ul style="list-style-type: none"> <li>• Grade 4 (c) GCSE Maths &amp; English (or equivalent; Level 2 Functional Skills)</li> <li>• A good general education demonstrating numeracy and literacy. An initial assessment may be carried out</li> </ul> <p>(For those with an education, health and care plan or a legacy statement, the apprenticeships English and maths minimum requirements are Entry Level 3, and the British Sign Language qualification is an alternative to English qualifications for apprentices for whom this is their primary language)</p>	<ul style="list-style-type: none"> <li>• AS/A Levels</li> </ul>	<p>Application</p> <p>Interview</p>
<b>Experience</b>		

<ul style="list-style-type: none"> <li>No previous experience required</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a similar role or working for a local authority</li> <li>Experience of dealing directly with customers</li> </ul>	Application Interview
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Good organisational, problem solving and planning skills</li> <li>Communication and interpersonal skills</li> <li>Ability to be flexible</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>Working in a range of positions, sometimes in tight spaces with the need to carry tool, equipment and materials.</li> <li>Regular periods of concentrated mental attention and tight deadlines</li> <li>Regular contact with tenants working in their homes may result in some emotional demands</li> <li>Some exposure to disagreeable and unpleasant conditions</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> </ul>	<ul style="list-style-type: none"> <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> <li>Committed to the Values &amp; Vision of Northumberland County Council</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</li> </ul>	Application Interview

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits