

Northumberland County Council

JOB DESCRIPTION

Post Title: Apprentice Technician		Director/Service: Local Services – Highways and Transport/ Highways Design and Highways Programme	Office Use
Band: National Apprenticeship Pay Framework			JE ref: HRMS ref:
Responsible to: Technician/ Engineer / Programme Officer / Streetworks Officer		Workplace: County Hall and various locations & construction sites throughout Northumberland	
Job Purpose: 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 & organisational skills as well as enthusiasm & 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.			
Resources			
Staff	None		
Finance	None		
Physical	Assist with the production of accurate as-built records and the updating of the asset inventory. Assist with the administrative and technical data resources for the team. Assist in overseeing the acquisition and deployment of goods and services for project delivery.		
Clients	Visitors & Contractors		
Duties and key result areas: 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. You will undertake apprenticeship training to enable you to develop into the below responsibilities:			
1. To undertake and successfully complete the End Point Assessment of the apprenticeship standard. 2. 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 3. 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 4. 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. 5. To know and understand civic engineering methods, construction technology, construction materials and working methods 6. 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. 7. To know and understand how to work in accordance with the National Highways Sector Schemes, Industry Codes of Practice, the New Roads & Street Works Act and other guidance relevant to the occupation			
Skills (on completion):			
8. Select and use appropriate scientific, technical and engineering principles, techniques and methods to contribute to the identification, 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. 9. Assist in the development of maintenance and improvement projects to the County Councils Highway Infrastructure Assets to achieve the overall aims and objectives of the LTP capital programme and to ensure the effective stewardship of the Highway Assets in accordance with National Standards. 10. To assist programme, streetworks, design and construction staff to record and detail all construction changes and be individually responsible for producing fully detailed as-built drawings that will be used to update the asset inventory and form the basis for future maintenance programmes. 11. Comply with all Health and Safety, Environmental and Financial Legislation including compliance with personal technical competency requirements and project compliance under the CDM 2015 Regulations to protect the Council and individual staff and senior managers from litigation. 12. Contribute to specific professional and service related projects or delivery initiatives in accordance with given terms of reference or objectives. 13. Contribute to the maintenance of effective management and communication systems within the service in conjunction with senior colleagues.			

14. Assist with the interpretation, explanation and enforcement of statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation.
15. Adopt effective and constructive relationships with colleagues and external contacts to promote effective partnering arrangements for the delivery of high quality highway services.
16. As a member of the services professional team, support the corporate planning and management of the highway service.
17. To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.
18. To be committed to follow policies, practices and procedures in relation to employees of the County Council
19. To be committed to self-development making use of training and development opportunities identified through appraisal
20. 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 or training venues throughout the County and further afield on occasion.
Transport requirements:	
Working patterns:	Normal office hours but flexi-hours apply. Hybrid working in office / at home applies. Frequent programmable outdoor work
Working conditions:	

PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
A good general education demonstrating numeracy and literacy. An initial assessment may be carried out (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).	- Grade 4 (c) GCSE Maths & English (or equivalent; Level 2 Functional Skills) - AS/A Levels	Application Interview
Experience		
No previous experience required	- Experience working in a similar role or working for a local authority - Experience of dealing directly with customers	Application Interview
Skills and competencies		
- Good organisational, problem solving and planning skills - Communication and interpersonal skills - Ability to be flexible - Effective ICT skills and ability - Numerate and skilled in analysing / reasoning to solve problems	- Customer care skills - Team working, or can demonstrate working in teams - Experience with Computer Aided Design - Skilled in use of Microsoft Office applications or similar	Application Interview

Physical, mental and emotional demands		
• Normally works using a VDU from a seated position with some need to drive to construction sites. • Need to maintain a high level of awareness with significant periods of enhanced concentration. • Ability to work to deadlines, changing priorities and to react to difficult situations in a timely and professional manner.	Prepared to be relocated on site or area office on a semi-permanent basis to assist with the delivery of schemes as needed.	Application Interview
Personal attributes		
• Motivation • Willingness to work • Reliable, good time keeping • Proactive and achievement orientated and works with little direct supervision.	• Ability to work as a team member	Application Interview
Other		
• Committed to Equality and Diversity and Safeguarding • Committed to Health and Safety and client confidentiality • Committed to providing a quality administrative support • Committed to the Values & Vision of Northumberland County Council	• Full clean driving license with the ability to drive • Able work outside of normal office hours	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