

**Job Description**

**Position Title: Commercial and Infrastructure Apprentice**

**Position Ref. No: 50066928 and 50086485**

**Salary Grade: Apprentice grade**

**Directorate: Economy and Place**

**Service: Infrastructure and Commercial**

**Reports to: Ken Heads**

**Purpose:**

To assist the Commercial and Infrastructure Section in the day to day design and supervision of both in house and external highway/structures/flooding and coastal schemes.

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.

**Main Duties and Responsibilities:**

* To assist the Highways/ Bridges and Structures/Flooding and Coastal Engineer/Technicians in the day to day handling of correspondence and documentation associated with the relevant scheme.
* To assist in the upkeep of the relevant Scheme Database.
* To assist in the preparation of documentation, letters, Certificates, Plans and Drawings relating to specific schemes.
* To handle all types of daily correspondence associated with schemes
* To assist and provide advice to operatives and Developers in relation to Council construction standards.
* To check submitted construction drawings/plans and advise Developers and Consultants accordingly.
* To assist with the day to day dealings with the general public.
* To work in partnership with other Sections and Directorates of the Council and external organisations.  Assisting in dealing with queries and representatives from the general public, Council Members, the press and others.
* To promote the culture and vision of the Directorate and the Council through actively co-operating with other Council employees and management.
* To maintain an awareness of relevant Statutory and City Council regulations, procedures and practices and participating in ensuring Directorate compliance.
* To undertake the duties of the post in accordance with the Authority’s Equal Opportunities and Health and Safety Policies and legislative requirements and all other Council policies.
* To undertake any training or personal development opportunity identified at a time and venue determined by management.
* To demonstrate a commitment to developing personal skills in accordance with the apprentice framework.
* To meet deadlines associated to progression through the full apprenticeship period.
* To complete assignments/projects which relate to the apprenticeship framework to meet target dates
* To treat all information gathered, either electronically or manually in a confidential manner
* Carry out duties with full regard to the Council’s Equality policies, Code of Conduct and all other Council policies.
* The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.
* The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.
* To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information, and respect the privacy of personal information held by the Council
* Comply with the Council’s Health and Safety policy, rules and regulations and with Health and Safety legislation.
* Comply with the principles and requirements in relation to the management of Council records and information; respect the privacy and personal information held by the Council’ use Council information only for authorised purposes.