



TEES VALLEY MAYOR

## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Tees Valley Combined Authority.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

## **Transport Planning Technician Apprentice**

**Vacancy ID: 011048**

Salary: £17,941 per annum

Closing Date: 24/05/20

### **Benefits & Grade**

Real Living Wage

### **Contract Details**

Fixed Term for 36 months, with an anticipated start date of September 2020.

### **Contract Hours**

37 hours per week

### **Job Description**

- Are you interested in how people travel around?
- Do you want to help improve the transport system?
- Are you passionate about shaping the future of the Tees Valley?

If so this opportunity to become a Transport Planning Technician Apprentice offers no better place to start!

### **Who is Tees Valley Combined Authority?**

The Tees Valley Combined Authority (TVCA) was created in April 2016. Our purpose is to drive economic growth and job creation in the area. We are a partnership of five authorities; Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees. Under the devolution deal with Government, we are taking on responsibilities previously held by Westminster and Whitehall; for transport, infrastructure, skills, business investment, housing and culture and tourism. On the 4th May 2017, the people of the Tees Valley elected their first Tees Valley Mayor, Ben Houchen, who chairs the Combined Authority.

### **Location**

The employment base will be the TVCA office in Thornaby, Stockton-on-Tees. The training will be delivered through block release at the Leeds College of Building.

### **Salary**

The salary is based on the real living wage, which is over and above the national living wage. The hourly rate is £9.30, which equates to an annual salary of £17,941.

### **Why should I apply?**

If you would like to play a part in delivering a world-class transport system that is fit for the future then this is the role for you. We have ambitious plans for transport that you will help to deliver including:

- Major upgrades of Darlington and Middlesbrough Stations
- A new A19 Tees Crossing
- Implementing a network of walking and cycling routes
- Roll-out of electric vehicle infrastructure
- Improvements to the bus network

### **Job overview**

You will provide technical support to the TVCA Transport and Infrastructure Team to support the implementation of the Tees Valley Strategic Transport Plan and delivery of the Integrated Transport Programme.

### **What will I be doing?**

You will undertake a varied range of tasks to equip you with the range of skills and experience you need for a successful career. These tasks will include:

- Planning & delivering projects
- Conducting research & data analysis
- Communicating with partners
- Preparing reports
- Public consultation and engagement

### **What is the qualification?**

This is a BTEC Level 3 Advanced Apprenticeship available to anyone aged 16 and over. The apprenticeship will be a mix of block release delivery based at Leeds College of Building and the development of knowledge and skills in the workplace. It is designed to offer a challenging and ambitious programme of academic study and work-based skills development, covering all stages of a transport project from planning and design to implementation.

### **Where can this apprenticeship take me?**

On completion of the apprenticeship you will have satisfied the requirements for registration as an Engineering Technician by the Chartered Institution of Highways and Transportation. The apprenticeship is also mapped to the Transport Planning Society's Professional Development requirements offering you the opportunity to access a work-based route to a career as a professional transport planner.

### **What are we looking for?**

The Tees Valley Strategic Transport Plan sets out how we will deliver a world-class transport system that is fit for the future. This role will contribute to that vision and we are looking for someone who is:

- Inquisitive and enthusiastic
- Passionate about our vision
- Driven to succeed

As a member of the team, we'll give you responsibility and the opportunity to make a difference. If you are excited by inspiring and influencing the future of Tees Valley then this is the career path for you.

### **What training and support will I get?**

You will be working towards a BTEC Level 3 Transport Planning Technician qualification.

Typically, you will be required to attend training at college for 13 weeks of block placements spread over three years. Course fees, travel, accommodation and subsistence expenses will be covered by TVCA. You will have the opportunity to get involved in lots of activities whilst you are on block release, including sport and enrichment activities. In the second year there is a week-long field trip, where you will have the opportunity to look at transport planning systems in Germany and Holland.

Whilst on the scheme, we'll support your technical development through a wide range of on-the-job practical experiences

### **Entry requirements**

You must be at least 16 years of age by 1<sup>st</sup> September 2020 to be eligible for this scheme.

You must have a minimum of 5 GCSEs at grades 9-4 including English and maths (if your exams have recently been cancelled please provide expected grades).

### **Contacting Us**

If you would like to discuss this opportunity please contact Tom Bryant at [tom.bryant@teesvalley-ca.gov.uk](mailto:tom.bryant@teesvalley-ca.gov.uk) or 01642 524463.

For detailed information on this role, please refer to the Job Description and Person Specification.

An online application form and further information is available from [www.stockton.gov.uk/job-vacancies/](http://www.stockton.gov.uk/job-vacancies/). Alternatively you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)



TEES VALLEY  
COMBINED  
AUTHORITY

TEES VALLEY MAYOR

## JOB DESCRIPTION

**Post Title:** Transport Planning Technician Apprentice  
**Post Reference:** POS010776  
**Grade:** £9.30 per hour (real living wage) / £17,941 per annum  
**Duration:** 36 months  
**Responsible to:** Transport Planning & Infrastructure Manager

### **Job Purpose**

To provide technical support to the Tees Valley Combined Authority Transport and Infrastructure Team to support the implementation of the Tees Valley Strategic Transport Plan and delivery of the Integrated Transport Programme.

This is a BTEC Level 3 Advanced Apprenticeship available to anyone aged 16 or over. The apprenticeship will be a mix of block release delivery based at Leeds College of Building and the development of knowledge and skills in the workplace. It is designed to offer a challenging and ambitious programme of academic study and work-based skills development, covering all stages of a transport project from planning and design to implementation.

On completion of the apprenticeship the apprentice will have satisfied the requirements for registration as an Engineering Technician by the Chartered Institution of Highways and Transportation. The apprenticeship is also mapped to the Transport Planning Society's Professional Development requirements offering young people the opportunity to access a work-based route to a career as a professional transport planner.

### **Duties & Responsibilities**

1. Assist with the planning and design of transport and traffic policies, plans, schemes and systems.
2. Collect, prepare and present data, written information and analyses to inform the development of policies, plans and projects.
3. Assist with the modelling of transport and traffic systems.
4. Assist with assessing the impacts of possible transport measures.
5. Support the development and implementation of travel planning (Smart Travel) schemes.
6. Support the successful delivery of projects working as a member of a team.

7. General administrative duties such as printing documents & publications, dealing with telephone and email correspondence, administrative support for meetings.
8. Using Information Technology which includes Microsoft Office and in house systems.
9. To shadow colleagues as directed.
10. To establish effective working relationships with other departments and external agencies as appropriate.
11. To attend and engage with the College course associated with the apprenticeship programme.
12. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
13. Ensure compliance with Corporate Governance procedures, procurement regulations, confidentiality and data protection policies.
14. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.



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## PERSON SPECIFICATION

Post Title: Transport Planning Technician Apprentice

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications</b>	A minimum of 5 GCSEs at grades 9-4 including English and maths		Application
<b>Experience</b>	Working as part of a team (this could be in a sporting, educational, work or social setting)	Office experience e.g. record keeping, filing, use of standard office equipment e.g. photocopier etc.	Application and Interview
<b>Skills/Knowledge</b>	<p>Passion for helping develop creative solutions</p> <p>Able to use Microsoft Office e.g. Word and Excel</p> <p>Willing to learn new skills and to adapt in the light of experience</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner</p> <p>Be professional, proactive and receptive to constructive advice and guidance</p> <p>The ability to communicate both orally and in writing</p> <p>Able to work independently when appropriate and take responsibility for and pride in your work</p> <p>Be numerate and have the ability to copy/transfer information accurately</p>		Application and Interview

	<p>Have the ability to understand and apply regulations and written instructions</p> <p>Take responsible approach to health and safety</p>		
<b>Personal Attributes</b>	<p>Aptitude and desire to work in transport planning</p> <p>Flexible approach to work</p> <p>Willing to ask for help as and when required</p> <p>Apply an effective approach to problem solving</p> <p>The ability to work as an effective member of a team</p> <p>Self-motivated</p> <p>Keep well organised personal records of work undertaken</p>		Application and Interview

## **Conditions of Service**

### **General**

Conditions of service generally are those contained in the appropriate National Joint Council Schemes. The relevant Handbooks are available for reference in all departments.

### **Office Hours**

The normal working week is 37 hours, from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). There is a flexible working hours scheme in operation.

### **Annual Leave**

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **Sick Pay**

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

### **Pension**

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

### **Medical Examination**

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

### **Probation**

New entrants to Local Government will be required to complete a six month probationary period.

### **Equal Opportunities**

The Authority is working towards an environment where all employees receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

### **Smoking Policy**

The Authority operates a No Smoking Policy.

### **Politically Restricted Posts**

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

**Rehabilitation of Offenders Act 1974**

Having a criminal record will not necessarily bar you from working for the Authority. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Authority in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.