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| POST TITLE | Transport Graduate (ee740) | |
| EVALUATION | 486 Points | Grade: N06 |
| RESPONSIBLE TO | Principal Engineer/Principal Transport Planner | |
| RESPONSIBLE FOR | n/a | |
| JOB PURPOSE | To undertake technical and administrative duties to support an effective and efficient Transport service on behalf of the Council | |

Main Duties: The following is typical of the duties the potholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time. The necessity to perform duties at a lower level of responsibility is not precluded. .

1. Assist/deliver projects, including optioneering, design, using knowledge of relevant transport development and/or engineering policies, practices, procedures and external legislation.
2. Analyse and interpret varied and complex information to solve difficult problems including planning of the associated engineering activities and/or effective project management.
3. Development of transport development strategies and/or engineering solutions for future implementation.
4. Preparation/assisting with the preparation of plans, correspondence, calculations, documents, funding bids and reports.
5. Communication of complex and contentious information to a limited audience both orally and in writing.
6. Attendance at meetings/working groups and involvement in the liaison organisations external to Transport.
7. Provision of advice, guidance and training to other staff.
8. Carry out surveys, measurement and testing where appropriate.
9. Contribute to setting and monitoring of budgets including accountability for the effective expenditure of large budgets.

10. Use of Information Technology software associated with the engineering tasks being undertaken including the preparation of engineering drawings electronically.
11. Provision of general assistance to others regarding highway issues.
12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.