

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>	
<b>Directorate:</b>  Community Services, Environment and Culture		<b>Service Area:</b>  Highways, Transport and Design	
<b>JOB TITLE:</b> Apprentice Highways Development Technician			
<b>GRADE:</b> National Minimum Wage for Age			
<b>REPORTING TO:</b> Ian Raine			
<b>APPRENTICESHIP QUALIFICATION:</b> Civil Engineering Technician – Level 3			
<b>Duration:</b> Up to 36 Months			
1.	<b>JOB SUMMARY:</b>  To assist with the delivery of the Councils responsibilities and functions of the highway development planning process by supporting the Technical Appraisal and Site Supervision of housing development Section 278/38 agreements and Street Naming and Numbering, ensuring compliance with the relevant acts, legislation, policies and agreements.  To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience		
2.	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>		
	1.	To assist in the delivery of the highway development planning service.	
	2.	To assist in safeguarding the interests of the local Highway Authority, through the highway’s developments process from pre-application stage, through gaining planning approvals and contributing towards delivery of the highway infrastructure construction.	
	3.	As a representative of the local Highway Authority, assist in advising developers on implementation, construction and adoption of new and improvement of existing highway works relating to development, including inspection and approval.	
	4.	Provide timely advise, where appropriate to developers and colleagues in respect of highway development management aspects of new developments.	
	5.	Assist with appraisals of all Section 38 development drawings so they are compliant with the Councils technical specifications prior to legal Section 38/278 agreements being drawn up, also ensuring that the work undertaken on the	

		highway by the developer reaches an adoptable standard, within a specified timescale.
	6.	Attend working development sites, assist in inspecting and approving compliance to the Section 38 agreement, issuing associated certification upon completion.
	7.	Deal with enquiries from local Ward Councillors, residents and other stakeholders bringing sensitive matters to the attention of more Senior Officers as necessary.
	8.	Gain and keep up to date with regional and national specifications, legislation and good practice, including Highway Act 1980, Street Works Code of Practice, Manual for Streets, Tees Valley Design Guide and Design Manual for Roads and Bridges and attend regional and national meetings and seminars as required.
	9.	To attend and actively participate where required in meetings both on site and office based with promoters, residents, local Ward Councillors providing technical assistance/advise as required.
	10	Assist with ensuring housing developments street naming and numbering are progressed as and when appropriate.

### 3. GENERAL

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture, supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	..... .

**Job Description dated            May 2023**


**PERSON SPECIFICATION**

<b>Job Title/Grade</b>	Apprentice Highways Development Technician	<b>National Minimum Wage for Age / Grade C</b>
<b>Directorate / Service Area</b>	Community Services, Environment and Culture	

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	5 x Level 2 / GCSE qualifications (Grade C/4 or above) which must include English Language, Maths & a Science. Or equivalent Level 2 Functional Skills (Predicted Grade or Obtained)		Certificates & Application form
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative.	Experience of using ICT systems.	Application / Interview
Knowledge & Skills	<p>Communication skills - listening, spoken and written.</p> <p>ICT Skills - Microsoft Office (Word &amp; Excel)</p> <p>Ability to understand and apply guidance, regulations and written instructions.</p> <p>The ability to organise / prioritise own workload (this could be school / college work) and decide priorities.</p> <p>Ability to work independently, using initiative</p>		

	Be articulate and able to converse confidently in a pleasant and professional manner. Attention to detail.		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Committed to own personal development		Application / Interview
Other requirements	Flexibility - Ability to work any day of the week including weekends as required	Ability for independent transportation to meet requirements of role	

Person Specification dated            May 2023

 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Community Services, Environment and Culture	<b>SERVICE AREA:</b> Highways, Transport and Design
<b>JOB TITLE:</b> Apprentice Highways Development Technician	
<b>GRADE:</b> Minimum Wage for Age	
<b>JOB LOCATION / BUILDING:</b> Municipal Buildings	
<b>REPORTING TO:</b> Ian Rain, Principal Engineer	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
<b>Noise:</b> Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
<b>Vibration:</b> Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s <sup>2</sup> A(8) 9		N
<b>Respiratory:</b> Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex.  (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
<b>HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers:</b> Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
<b>Asbestos:</b> Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> <li>○ Work which removes, repairs, or disturbs asbestos</li> <li>○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment)</li> <li>○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)</li> </ul>		N

Known Risk	Yes	No
<b>Lead:</b> Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> <li>○ Inhaled, e.g., lead dust, fume or vapour.</li> <li>○ Ingested, e.g., lead powder, dust, paint or paste; or</li> <li>○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate.</li> </ul> The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		N
<b>Confined Spaces - Safety Critical:</b> Employee will be required to work in a <b>confined space</b> where specialist equipment or breathing apparatus is needed.		N
<b>Working at Heights - Safety Critical:</b> Employee will be required to work <b>at a height</b> .		N
<b>Blood-borne viruses:</b> Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		N

Other Known Risks		
Known Risk	Yes	No
<b>Council Vehicles or transport that does not require a Group 2 licence:</b> Employee will be required to drive a <b>Council vehicle</b> or <b>regularly transport</b> service users/clients/pupils in their own vehicle as part of normal duties.		N
<b>Food Handlers:</b> Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
<b>Night Workers:</b> Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
<b>Lone Working (including Home Working):</b> Employee will be required to work alone.	Y	
<b>DSE Users:</b> Employee will be required to use Display Screen Equipment (DSE) <b><i>DSE Training and assessment should be completed on commencement – arranged by manager</i></b>	Y	
<b>Any Other:</b> Role will involve occasional attendance on sites, including working in 'live' carriageways and active building/development sites.		

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**



Signature of Manager:

Date: 26 April 2023