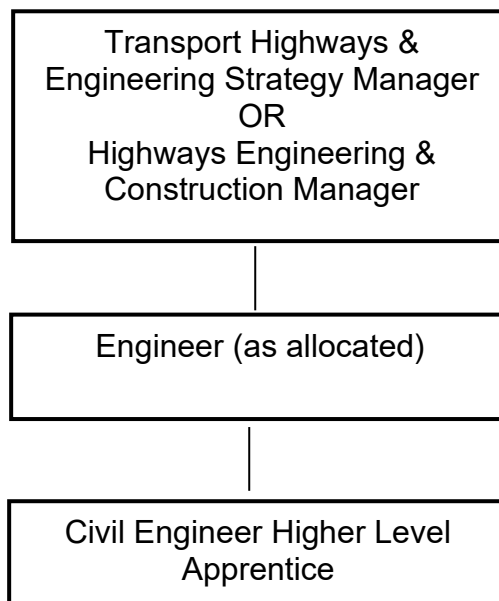




Job Description & Person Specification

Post Title	Civil Engineer Higher Level Apprentice				
JE Reference	HL APP	Grade	Higher Level Apprentice	SCP Range	3-5

Reporting line:



Job Purpose:

To develop skills, knowledge and experience in all aspects of Engineering whilst working towards a Civil Engineering Level 6 qualification. Developing skills within Transportation & Highways Department: assisting and learning about Traffic Engineering, Road Safety, Car Parking, Highway Design, Highway Maintenance, Asset Management, Street Lighting, Drainage, Bridges, Structures and Coastal.

Relationships:

Accountable to: Transport Highways & Engineering Strategy Manager OR Highways Engineering & Construction Manager and Engineer as allocated

Accountable for: N/A

General Contacts: Engineering colleagues/other council Officers/Members of the public

Key duties and responsibilities:

1. To attend University, educational sessions and other Council training development sessions e.g. local induction sessions as required for the higher level apprenticeship post.
 2. To develop skills, experience and knowledge in programmed highway maintenance including major carriageway and footway resurfacing schemes.
 3. To develop skills, experience and knowledge in reactive highway maintenance including carriageway & footway highway inspections.
 4. To develop skills, experience and knowledge in major construction and improvement works on the highway.
 5. To develop skills, experience and knowledge in car parking, policies and traffic regulation orders.
 6. To develop skills, experience and knowledge in the provision of highway development control.
 7. To develop skills, experience and knowledge in the provision of transport/highways strategy plans and sustainable travel including travel plans.
 8. To develop skills, experience and knowledge in highway design including the use of AutoCAD.
 9. To develop skills, experience and knowledge in structures & Coastal protection.
 10. To develop skills, experience and knowledge in traffic management and road safety.
 11. To develop skills, experience and knowledge in drainage and flood protection.
 12. To develop skills, experience and knowledge the preparation of highway contract documents.
 13. To develop skills, experience and knowledge in winter maintenance, emergency events and adverse weather incidents.
 14. To develop skills, experience and knowledge in Health & Safety including Construction Design Management (CDM) 2015.
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General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.

3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

Last Updated: April 2025

Author: Simon Houldsworth

POST TITLE	GRADE
Civil Engineer Higher Level Apprentice	HL APP

NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
EXPERIENCE	A basic understanding and interest in all aspects of civil engineering.	Awareness of relevant Health & Safety legalisation	A, I, R
SKILLS AND ABILITIES	- Good written and verbal communication skills - Competent in the use of IT including Microsoft Word, Excel. - Able to cope with and respond to the pressure of the job and completing a level 6 qualification. - Ability to work as part of a team and to be motivated.	Ability to use initiative and positively represent the council	A, I, R
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	5 GCSE's at Grades A* – C including Maths (Grade B), English, Science or their equivalent. - Ability to meet the entrance requirements for a level 6 qualification in civil engineering (96 points from any combination of acceptable Level 3 qualifications including		A, I, C

	maths or via alternate route with level 4 qualifications in a relevant subject). • Commitment to attend, complete and pass appropriate training course to attain a level 6 qualification in civil engineering • Commitment to attend any other training deemed necessary to carry out the role		
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours. • Commitment to own continuous personal and professional development. • Strong team player, committed to an ethos of continuous improvement.		A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users.		A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer-focussed service.	• Evidence of surpassing customer expectations or service targets / goals.	A,I

METHOD OF ASSESSMENT: (*M.O.A.)

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE
R = REFERENCE