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| **Department** | **Department of Place** |
| **Job Title** | APPRENTICE CIVIL ENGINEERING TECHNICIAN (LEVEL 3) |
| **Grade** | Apprentice Grade: Grade 1: £8.45 per hour  |
| **Primary Purpose of Job** | To assist the Highways & Engineering Division in carrying out its duties efficiently and effectively whilst completing the apprenticeship framework/standard. |
| **Reporting To** | Principal Engineer |

**Main Duties**

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| **1** | You will be responsible for gathering and recording evidence for your Apprenticeship and attending any lessons, training sessions or tests arranged by your training provider or Supervisor/Team Leader.  |
| **2** | To contribute to effective working working relationships with colleagues |
| **3** | To assist in surveying and measurement using manual and electronic equipment. |
| **4** | To assist in the inspection of highways, bridges and drainage systems.  |
| **5** | To contribute to the preparation and production of drawings both manually and computer-aided. |
| **6** | To assist in the preparation of documents for asset management design and construction. |
| **7** | To contribute in the design and preparation of proposals for municipal engineering works including bridgeworks, traffic management, highways, drainage networks and environmental improvements. |
| **8** | Any other duties as assigned by the line manager in accordance with the nature and grade of the post  |
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| **Date Job Description prepared/updated:** | **06/06/17** |
| **Job Description prepared by:** | **Assistant Director Highways & Engineering/ Employment Initiatives Mgr**Bolton Council Mono RGB 300dpi for templates |

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| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post on appointment are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to communicate effectively both orally and in writing. | Application form, interview and work based assessment activity  |
| 2. | Ability to put into practice new work based skills and demonstrate new competences gained through the Apprenticeship Framework. | Interview and work based assessment activity  |
| 3 | Ability to use IT systems to undertake a range of tasks  | Interview and work based assessment activity  |
| 4. | Ability to develop and maintain effective working relationships with others. | Application form and interview |
| 5. | Ability to maintain confidentiality. | Application form and Interview  |
| 6. | Work accurately to deadlines as agreed | Interview and work based assessment activity |
| 7. | Ability to work on own initiative as and when required. | Application Form/ Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | Applicants must be willing to complete an Civil Engineering Technician Apprenticeship framework of study  | Application Form/Interview |
| 2. | Minimum of five GCSE’s grades A\*- C (including Maths, English and a Science subject) or an equivalent qualification level in these subjects eg CSE, O level , BTEC etc.  | Application form/Certificates |
| 3. | Must be willing to undertake training and development to meet the needs of the service | Application Form/Interview |
| **3. Work Related Circumstances** |
| 1. | Willing to travel within the Greater Manchester region to attend training and development as necessary.  | Interview |
| 2. | The job may involve gaining access on construction sites e.g Climbing ladders, accessing scaffolding or platfrorms and may involve working in combined spaces for which specific training will be given. | Interview/Medical |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
| 1. | A basic understanding of civil engineering processes. | Application form/ work based assessment activity |
| 2. | Competent in use of IT systems in particular the ability to use Microsoft Office functions. | Application form/work based assessment activity |
| **2. Experience/Qualifications/Training etc** |
| 1. | Previous experience of working within the Civil Engineering industry. | Application form |

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| **Date Person Specification prepared/updated:** | **06/06/2017** |
| **Person Specification prepared by:** | **Assistant Director Highways & Engineering/ Employment Initiatives Mgr** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.