

Job specification



Job title: Apprentice Roadworker

Service: Highway Maintenance - Operations

Grade: Apprentice Corporate Rate (NLW)

Reporting to: Highway Operations Team

Your apprenticeship

Wigan Council is one of the top performing Councils in the country and a great place to work. The Highway Operations Team provides an essential front-line service to all highway users by ensuring the council's adopted highways infrastructure are maintained to a high standard and congestion is minimised by means of effective Traffic Management.

The council's highway operation teams are responsible for delivering high quality, planned and reactive maintenance to the councils adopted highway network.

These 30-month apprentices are open to Wigan Borough residents who are required to learn and develop their skills within the trade at work and through attendance at college.

This is a very practical role and will suit someone eager to work on site and learn practically whilst developing a keen attention to detail and a specific skill set to become a qualified highway maintenance operative.

Mandatory statement

The Council is committed to complying with the European General Data Protection Regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection Regulations.

In this apprenticeship you will

On an ongoing basis you will:

- Ensure you get yourself to work on time daily from the start of the apprenticeship
- Be prepared to travel between sites (within council vehicles) on a daily basis
- Assist qualified trades people in carrying out reactive and planned highway maintenance works, this will include:
 - Excavate, lay, and compact road construction materials
 - Assist in working to precise line, level and specification in laying drains, kerbs, flags, and blocks
 - Carry out repairs to the highway drainage, footways and carriageways
 - Operating construction plant, machinery, and power tools
 - To prepare, set up and work with temporary traffic management systems
- Ensure you follow health and safety guidelines and instructions
- Travel to and attend college on a weekly /regular basis, where you will undertake theoretical and practical exams and assessments.

- Compile the required portfolio of evidence of achievements to ensure successful yearly progression throughout your apprenticeship.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need

You must be able to demonstrate the following essential requirements:-

- Good educational achievements, with minimum of GCSE Grade 4 in Maths & English or equivalent.
- Good at practical tasks, a keen attention for detail and ability to problem solve
- Once trained the ability to effectively and safely operate hand and power tools
- Able to listen to instructions and accurately follow them
- Reliable, presentable and a willingness to work and learn
- An understanding of the importance of adhering to Health & Safety in the workplace

Our culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **Be Wigan** behaviours.

Be Positive... take pride in all that you do

Be Accountable... be responsible for making things better

Be Courageous... be open to doing things differently

Be Kind... be helpful, generous and thoughtful towards yourself and others

Individuals with line management responsibilities are also expected to ...

Inspire... lead by example and help others to see the big picture

Care... show genuine concern for people as individuals and value their contributions

Engage... I connect with others both within and beyond the organisation

Staff Deal

Our Staff Deal is an informal agreement with all staff. It outlines what you can expect from us, and in return what we expect from you

Our part

- Provide strong, honest and visible leadership
- Reward your commitment and hard work
- Care for your health and well being
- Listen to you and put your ideas into action
- Support you to give something back
- Offer opportunities to learn and grow
- Be one team, one council
- Believe in you

Your part

- Listen, be open, honest and friendly
- Be efficient, flexible and professional
- Care for your health and stay active
- Tell us how we can improve
- Give something back whenever you can
- Take opportunities to learn and grow
- Be one team, one council
- Believe in yourself and our borough