

## Job Description

<b>Job Title</b>	Apprentice Civil Engineering Technician
<b>Directorate</b>	Neighbourhoods & Housing
<b>Service Area</b>	Transport & Highways
<b>Grade</b>	AP3
<b>Competency Level</b>	1
<b>Salary</b>	£24,027
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not required
<b>Job Evaluation Ref No</b>	N/A - Apprenticeship

## Job Purpose

A 30-month apprenticeship undertaking a Civil Engineering Technician - Level 3 qualification, working in a supported environment to develop skills and knowledge

Provide technical support to engineers, project managers, other highway design team members as a Civil Engineering Technician. You will assist in the preparation, production and review of plans, designs and documentation with respect to relevant codes of practice and industry standards, design guidance and best practice

## Directly Responsible For:

None

## Directly Responsible To:

Head of T&H Highway Design Team

## Main Areas of Responsibility:

- Assist in the development, preparation and review of feasibility, preliminary and detailed engineering designs for highways projects including:
  - Major transportation, active travel and public realm projects
  - Highway maintenance projects
  - Road Safety schemes
  - Junction upgrade and improvement schemes
- Assist in applying engineering principles and techniques, preparing drawings, sketches and diagrams and other design documents
- Provide support in the technical review of design work prepared by on behalf of the Council
- Participate in all aspects of training and development including the Council's Apprenticeship Programme which will include completion of the Civil Engineering Technician - Level 3 Apprenticeship Qualification
- Use all learning opportunities to develop the personal skills leading to improved effective and efficient service delivery
- Understand and abide by all safe systems of work ensuring adherence to all Health and Safety requirements.
- Understand and adhere to the City Council's commitment to equal opportunities and to promote non-discriminatory practices at all times

## **Supervision and Management Responsibility:**

- No supervisory or line manager responsibility

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## **Physical Demands of the Job:**

- The role will be generally office based, sitting for long periods of time. It also requires some attendance at site visits and/or meetings, including working in adverse weather conditions as and when required

## **Corporate Responsibility:**

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement

- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Contribute to the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values

The post holder will be required to demonstrate the ability to perform at competency level **1**

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- 5 GCSEs Grade A\* to C / 9-4 including English Language, Science and Mathematics (A,I)
- Desire to learn and progress by undertaking training to obtain necessary skills and knowledge for the role (A,I)

### Desirable

- Previous training or experience relevant to construction, civil engineering or highways

## Experience

### Essential

- A basic understanding and appreciation of Civil Engineering, Highways and the Construction Industry (A,I)

### Desirable

- Relevant previous work experience, including customer focused roles and/or financial/commercial awareness (A,I)
- Experience of using design software products (A,I)



- Experience of working in a team (A/I)

## Skills/Abilities

### Essential

- Good communication skills, both verbal and written (A,I)
- IT skills including the Microsoft suite of applications (A,I)
- Good organisational skills (A,I)
- Able to work as part of a team to meet business objectives (A,I)

### Desirable

- Able to plan, deliver, control and monitor personal workload
- Analytical and problem-solving skills, with the ability to gather, collate and interpret information
- Good presentation skills

## Commitment

### Essential

- Able to integrate within a competent and participative work environment, promotion of high-quality standards and be part of the development of a high performing team (A,I)
- Commit to and complete all elements of the Civil Engineering Technician Level 3 Apprenticeship to the best of your ability (with support provided as and when required) (A,I)

## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

## Desirable

- Flexible availability with the ability to attend meetings/events on occasion outside of normal core working hours