

Job Description

Job Title	Apprentice Highways Project Manager
Directorate	Neighbourhoods & Housing
Service Area	Highways & Transportation
Grade	AP3
Competency Level	1
Salary	£22,737
Job Type	Hybrid/Office Based
Location	Cunard Building
Disclosure and barring service (DBS)	Not applicable
Job Evaluation Ref No	N/A - Apprenticeship

Job Purpose

A two-year fixed term apprenticeship undertaking an Associate Project Manager level 4 qualification, working in a supported environment to develop skills and knowledge.

To provide technical support to the Delivery and Performance Office and the Major Highways Infrastructure Team. To support the team in implementing service improvements, through innovation, benchmarking, and best practice.

Directly Responsible For:

Not applicable.

Directly Responsible To:

Team Leader – Major Works – Commissioning & Project Delivery

Main Areas of Responsibility:

- Support the monitoring and reporting of key highways targets and performance management processes, to ensure delivery of a high-quality service, focusing on improved service provision
- Support the team in delivering key Transportation and Highways service improvements, in particular support on implementing learning and innovation from benchmarking, best practice, and also the improvement projects and subsequent workstreams
- Support in the identification and review of new processes and procedures which will assist Transportation and Highways in contributing to the City achieving net zero carbon by 2030.
- Support on the identification, development, and initiation, of key highways and transport infrastructure.
- Assist with the liaison of all appropriate stakeholders by arranging meeting, taking minutes, updating documents etc.
- Work with Project Engineers and appointed consultants as appropriate, potentially through a six-month placement, on rotation, with the consultants to better understand the client/ consultant relationship.
- Support Engineers and Site Supervisors in checking the quality of highway works implemented on the ground, to ensure specifications are met by keeping accurate records of all issues raised.

- Input into the management and monitoring of the Major Schemes and the wider Transportation Capital Programme.
- Respond to enquiries via telephone, email, letter or in person, on highways related issues.
- Provide highways design support and input into public realm, and public transport schemes.
- Participate in all aspects of training and development including Liverpool City Councils Apprenticeship Programme which will include completion of the Associate Project Manager Level 4 Apprenticeship.
- Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency, and delivery of Service targets.

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:

- This post will require you to be sitting for long periods of time and you may visit projects in adverse weather conditions across the City.

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.
- Develop 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 the following 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 GCSE's Grade A*-C/9-4 including English Language and Maths or equivalent (A)
- 3 A levels, a Level 3 Apprenticeship, or an equivalent level 3 qualification (A)

Desirable

- A desire to learn and progress by undertaking training to obtain the necessary skills and knowledge for the role including the completion of the Associate Project Manager Level 4 Apprenticeship

Experience

Essential

- Experience of engaging stakeholders (A,I)
- Experience of providing administrative duties in an office environment (A,I)

Desirable

- Knowledge or experience of design packages relevant to traffic/highway engineering i.e., mapping packages or design packages

- Knowledge or understanding of the functions and legal obligations of a Highways Authority
- Experience of working in a project environment, or part of a project team to deliver successful objectives and outcomes
- Knowledge or experience of Project Management principles

Skills/Abilities

Essential

- Demonstrate excellent written and verbal communication skills (A,I)
- Well-developed, proficient IT skills including Microsoft Office Word, Outlook, Excel (A,I)
- Excellent organisational skills with the ability to prioritise own workload to meet deadlines (A,I)
- Ability to work as an effective team member (A,I)

Desirable

- Good analytical and problem-solving skills with the ability to gather, collate and interpret information
- An enthusiasm to learn new skills and put those into practice
- Have a keen eye with strict attention to detail
- Ability to respond to requests for information or perform tasks to tight deadlines
- Ability to work under pressure in a challenging environment

Commitment

Essential

- To commit to and complete all elements of the Associate Project Manager Level 4 Apprenticeship standard, to the best of your ability (with support as and when required) (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- An interest and a passion for improving highways operation in Liverpool

Other

Desirable

- Flexible availability with the ability to attend meetings/events at evenings and weekends as required