

Job Description

Job Title	Signs and Lines Apprentice
Directorate	Neighbourhoods and Housing
Service Area	Transport & Highways Service
	Delivery
Grade	AP2
Competency Level	1
Salary	£24,547
Job Type	Hybrid
Location	Citywide
Apprenticeship	Business Administrator Level 3 - Business administrator / Skills England

About the Role

The Parking Services Apprentice will support the delivery of parking schemes and services across Liverpool, helping to ensure parking restrictions, signs and road markings are safe, accessible and effective for residents, businesses and visitors. Working alongside experienced officers, you'll gain practical experience across a range of parking-related activities while completing a recognised apprenticeship qualification.

This is an exciting opportunity to develop skills in Transport and Highways, learning about signs and lines inspections, Traffic Regulation Orders (TROs), Permits to Places(s), mapping systems and customer service within a local authority environment.

What You'll Be Doing

- You will:
- Support inspections of parking signs and road markings across the city.
- Help record defects and maintain accurate inventories and records.
- Assist with Traffic Regulation Order (TRO) administration, mapping updates and document preparation.
- Support the Permits to Place(s) process, including application administration and site visits.
- Assist with resident parking schemes, controlled parking zones and disabled parking reviews.
- Attend site visits with experienced officers and learn how parking schemes are assessed and managed.
- Help respond to enquiries from residents and customers in a professional manner.
- Update mapping systems, case records, photographs and service information.
- Provide administrative support across the Parking Services team.

What You'll Learn

During your apprenticeship you'll develop knowledge and skills in:

- Parking regulations and enforcement principles.
- Traffic Regulation Orders (TROs).
- Highway signs, road markings and parking infrastructure.
- Disabled Residential Parking Permit schemes.
- Site inspections and assessment techniques.
- Digital mapping and case management systems.
- Customer service and professional communication.
- Data recording, reporting and record management.
- Health and safety when working on-site and near highways.

- Working within a local government environment.

You'll also gain hands-on experience delivering services that help keep Liverpool's roads safe, accessible and well managed.

Is This Role Right for You?

We're looking for someone who:

- Is interested in highways, transport, parking services or the built environment.
- Is eager to learn and develop new skills through an apprenticeship.
- Has good communication skills and can interact confidently with colleagues and residents.
- Is organised and able to follow instructions carefully.
- Has good attention to detail and can maintain accurate records.
- Enjoys both office-based and outdoor working environments.
- Is comfortable using IT systems and willing to learn new digital tools.
- Can work effectively as part of a team.
- Has a positive attitude and strong work ethic.
- Understands the importance of providing excellent customer service.
- Is reliable, professional and committed to safe working practices.