

Job Description

Job Title	Apprentice Technical Assistant - Drainage and Structures
Directorate	Neighbourhoods and Housing
Service Area	Highways and Transportation
Grade	AP3
Competency Level	1
Salary	£24,027
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	N/A - Apprenticeship

Job Purpose

A 36-month fixed term apprenticeship undertaking a Civil Engineering Senior Technician Level 4 Apprenticeship working in a supported environment to develop skills and knowledge.

Provide technical support and assistance to Highways and Transportation drainage and structures staff. To provide quality, efficient and profitable services, in accordance with the agreed aims of the City Council.

Directly Responsible For:

Not applicable

Directly Responsible To:

Drainage Principal Engineer/Structures Principal Engineer

Main Areas of Responsibility:

- Assist in the assessment, procurement and delivery of Highways and Transportation programmes and policies, to agreed budgets, timescales and standards
- Carry out site visits across the city which will include, but not be limited to, measuring and marking out works, taking photographs, delivering public consultation materials, erecting notices that comply with the legal requirement to notify residents of schemes and other similar duties
- Supervise drainage investigation/structures works undertaken by contractors or others
- Provide support for special events. This could mean out of hours work, therefore there is a requirement to work flexibly
- Assist in the delivery of other Highways services as directed by the Principal Engineer
- Liaise with the public on issues they raise around works being carried out close to their homes/businesses
- Liaise with the public and other bodies following flooding/structures issues
- Develop and maintain the asset register (Section 21 of the Flood and Water Management Act 2010 - the Authority is required to maintain a register and record of all structures and features that may have an effect on flood risk in the area
- Manage the gully defect rectification programme

- Assist in the delivery of the Structures Inspection Programme, including input into the Asset Management System
- Assist with providing supporting documentation in relation to bids for funding
- Investigate the root cause of flooding issues, where safe to do so
- Assess drainage aspects of planning applications
- Provide responses to planning applications as Lead Local Flood Authority consultee
- Undertake a statutory consultee role providing technical advice on surface water drainage to local planning authorities
- Assist the Principal Engineer in the development of Asset Inventory information.

Supervision and Management Responsibility:

- No supervision and management 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
- Ensuring that your work complies with all statutory requirements, Standing Orders and Financial Regulations of the City Council
- Maintaining proper stewardship of the Council's assets and reporting any financial risks
- Ensure line managers receive integrated performance and financial information about their service and bringing to their attention any material issues that might impact on the financial performance or financial management arrangements of the Council

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:

- Required to carry out site inspections / meetings. Depending on weather and other factors, this could be on a daily basis
- The use of mandatory personal protective equipment (PPE) while working
- The use of measuring and marking-out equipment
- Working in adverse/extreme weather conditions
- Sitting using computers for long periods of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- 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 promote non-discriminatory practices in all aspects of work undertaken
- 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 defines 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.

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 Civil Engineering Senior Technician Level 4 Apprenticeship

Experience

Essential

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

Desirable

- An understanding of project management
- A knowledge of CDM Regulations

- Experience of working in a quality assured environment
- Knowledge or experience of software packages relevant to traffic/highway engineering including accessing statutory undertakers' information
- Knowledge of GIS systems in respect of drainage management
- Experience of relevant legislation e.g., The Flood and Water Management Act, Highways Act and other relevant documents such as Planning Policy Guidance (PPG)

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 them 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

- Prepared to work in extreme environments (public highway) in all weathers (A,I)
- Flexibility, able to change daily routines at short notice to accommodate urgent situations that arise without warning (A,I)

Desirable

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

Other

Essential

- Able to attend evening work-related meetings when required (A,I)

Desirable

- A modern approach to working recognising the need for flexibility and adaptation to change