

JOB OUTLINE	
JOB TITLE: MODERN APPRENTICE - TRAINEE ROADS OFFICER	JET CODE: 6942
DIVISION: Place - Infrastructure	
SERVICE/BUSINESS UNIT: Road Services	
REPORTING TO: Team Manager – Roads Engineering	
RESPONSIBLE FOR: None	
JOB PURPOSE:	
<p>To undertake a Modern Apprenticeship work within the Road Services.</p> <p>Undertake a structured training programme and to gain experience of a full range of Road Services functions in compliance with the Council’s obligations as the local Roads Authority and its policies and plans with a commitment to achieve best value.</p> <p>Modern Apprenticeships (MA) offer new entrants to the labour market the chance of paid employment combined with the opportunity to do undertake formal training and development relevant to the occupational area.</p> <p>This includes the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. It is intended to target this placement at male and female school leavers 16-19 years of age and for those who are disabled or care-experienced, this is extended up to and including age 29. Applicants must reside in East Lothian. Attendance on a day release basis at Edinburgh College is part of the training programme and the successful candidate will study for an HNC Civil Engineering</p> <p>As an MA – Trainee Roads Officer you will be required to provide technical support to Senior Road Officers / Roads Officers on a range of infrastructure projects undertaken by the Council. The successful candidate will need to be able to demonstrate a willingness to learn and undertake training. The post-holder will undertake a structured training programme, which is likely to include experience in various sections as appropriate:</p> <p>Engineering / Street Lighting Structures and Flooding Asset and Regulatory</p>	
MAIN DUTIES:	
<p>The following is intended to indicate a broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties. The outline is considered to provide a general description of the post.</p>	

You will be involved in the Council's Modern Apprenticeship Scheme and will be supervised to undertake the following tasks:

- To assist in the delivery of engineering construction projects through the design, assessments, reports, drawings and contract documents.
- To assist in the monitoring of construction work.
- To assist with the provision of roads related advice associated with Planning Applications.
- To assist with traffic and road safety matters.
- General office duties.

You will be supervised and expected to work towards becoming a competent Roads Officer within the 2 year period of the training/commencing your MA

You will commit to:

- working towards an HNC in Civil Engineering and becoming a competent Roads Officer
- undertaking all tasks related to your modern apprenticeship
- keeping all paperwork in relation to your apprenticeship up to date, as required

You will work under the direction of a supervisor and will be expected to carry out tasks with increasing efficiency and proficiency as your competence within the role develops. You will be expected to progress within your skills area and apply your MA learning to workplace situations.

You will be required to follow processes and procedures, and a supervisor will always be available to provide advice and direction.

You will be based at Penston House, Macmerry but on occasions you may be asked to accompany officers doing tasks in different locations that are beneficial to your development and training.

Attendance on a day release basis at Edinburgh College is required as part of the MA to study for the HNC and the successful candidate will need to have means to attend the college.

You may have contact with the general public and are expected to be respectable, well-mannered and helpful at all times.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

A minimum of 5 standard Grades, or National Qualifications, including English and Maths and a technical subject. A Higher pass level B or above in either Maths or Physics, or significant appropriate work experience

Disclosure Scotland:

- None

Scottish Social Services Council:

- None

Special Conditions:

- The modern apprentice will attend an appropriate college out with East Lothian and training programme for development over a two-year period. You must achieve key milestone targets relating to the completion of the HNC in Civil Engineering
- Failure to meet these targets may result in the termination of the apprenticeship.
- A Category B driving licence or commitment to work towards obtaining Category B driving licence is essential. Failure to obtain licence within the 2 year period of the training will limit opportunity of advancement.

PERSON SPECIFICATION		
Attributes	Essential	Desirable
Education, Registration & Training	<p>5 standard Grades, or National Qualifications, including English, Maths and a technical subject.</p> <p>A Higher pass level B or above in either Maths, Physics, or significant appropriate work experience</p>	<p>Core Skills required for MA Framework Qualifications relevant to the post</p> <p>A current driving license and/or use of a vehicle to travel between locations.</p>
Previous Experience (Paid & Voluntary Work)		<p>Any type of work experience, voluntary work, community work, helping out family and friends.</p> <p>Participation in school based and/or extra-curricular activities</p>
Knowledge/ Skills /Competencies	<p>Effective interpersonal and communication skills.</p> <p>Proficient IT and keyboard skills.</p> <p>Numeracy skills.</p> <p>Effective organisational and time management skills.</p> <p>Ability to follow training plans for vocational qualification portfolio building.</p> <p>Shows commitment to own learning and development</p> <p>An interest in Infrastructure Projects and Engineering</p>	<p>Knowledge of CAD drawing systems, especially AutoCAD</p> <p>Knowledge of the Council and the services provided by Road Services</p>
Personal Qualities	<p>Ability to work as part of a team and on own initiative.</p> <p>Ability to undertake multiple tasks and work to deadlines.</p> <p>Attention to detail.</p>	

Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	
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