

Person Specification

JOB TITLE:	Apprentice Highways Technician (Highway Infrastructure)	POST NO: TBC	
GRADE:	TBC	DEPARTMENT:	Place and Economy
HOURS	37	COMPLETED BY:	Martin Brooker
DIVISION:	Peterborough Highway Services	DIRECTOR:	Adrian Chapman
DATE:	February 2022		

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>A basic understanding of MS Office with a proven track record of being able to quickly develop IT skills (to a proficient standard) in various IT systems.</p> <p>Understand the importance of and the principles of health and safety individually and in the workplace.</p> <p>Knowledge of basic techniques and methods of data and technical information collection, analysis and evaluation with an ability to apply this to highway engineering models, designs, and technical solutions.</p>	<p>Able to use Computer-Aided Design (CAD) software.</p> <p>Knowledge of national codes and standards applying to the highway including the Highways Act 1980, Traffic Signs Manual or the Traffic Signs Regulations and General Directions.</p> <p>Knowledge of the sustainability agenda and its application across the highways industry.</p>
SKILLS & ABILITIES	<p>Ability to focus and demonstrate attention to detail in order to follow processes, analyse issues and develop interventions to solve problems.</p> <p>Spatial awareness in relation to highway design, layout and construction issues.</p> <p>A positive and proactive attitude for embracing change and an ability to work effectively within a changing work environment.</p> <p>Ability to develop and learn quickly within training requirements, applying learning effectively.</p>	<p>To write reports for both technical and non-technical audiences.</p> <p>Experience of solving engineering problems and using detailed technical information in a highway design or construction environment.</p> <p>A proven track record in learning and personal development.</p>

	<p>Demonstrable enthusiasm, self-motivation and responsibility combined with sufficient self-organisation to plan and carry out own work recognising the wider implications to customer needs, and within cost and resource limitations.</p> <p>Ability to communicate effectively with team managers, team members and (where appropriate) members of the public and other departments both in writing and in person.</p>	
EXPERIENCE	This role requires no initial experience of the job role but the post holder needs to be able to demonstrate that they have an aptitude in literacy and numeracy skills and in spatial awareness.	Evidence of a sustained interest in highways and construction work is desirable.
QUALIFICATIONS	<p>The postholder will need an educational achievement of at least 5 GCSEs at grade (A*-C) or (9-4) including English, Maths and Science.</p> <p>The postholder should already be on or willing to start an Apprenticeship in Civil Engineering (level 3) or other appropriate academic qualification.</p>	<p>Higher level qualifications are an advantage particularly if they are related to engineering or construction.</p> <p>Hold a supervisory level CSCS card.</p>
PERSONAL CIRCUMSTANCES	<p>Current full UK driving licence.</p> <p>Able to provide a suitably insured vehicle for use in connection with the duties or otherwise able to attend meetings away from the normal place of work.</p> <p>Willingness to attend evening and out of hours meetings in furtherance of delivering the programme of works.</p>	
EQUALITY	<p>Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.</p> <p>Demonstrate and understanding of how equality, diversity and inclusion should be considered in the delivery of highway engineering projects.</p>	
CUSTOMER CARE	Knowledge and understanding of effective customer care	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]