JOB DESCRIPTION

**Department:** Highways & Public Protection **Location:** Magdalen House

**Division:** Transportation and **Post No:**

Highway Infrastructure

**Section:** Transport Planning

**Post:** Apprentice Civil Engineering Technician – Design Services

**Grade:** Apprenticeship - Level 3

**Responsible to:** Transport Planning Manager

**Responsible for:** There are no direct reports

**Job Purpose:**

To provide technical support to the Transport Planning Manager and their respective teams; assisting as required with all aspects of the team’s duties.

You will work under the supervision of qualified engineers and transport planners while studying towards a Level 3 Civil Engineering Technician qualification.

You will be primarily based in the Design Services Team but will be given the opportunity to gain experience in the Strategic Transport Planning and Investment (STPI) team and in Highways Development Control.

The main role, within the Design Services Team, will be to support the team in the design, preparation of contract documentation and supervision of a range of highway and infrastructure related works. You will be involved in the analysis of transport issues, the development of solutions, consultation with the public and stakeholders as well as the design and supervision of schemes and monitoring of their effectiveness.

This role combines technical training with members of the team with hands-on experience.

Your experience with the STPI team will offer an opportunity to support the team in strategy and policy development and in scheme development. With Highways Development Control you will experience the process undertaken to appraise Planning applications from a highway perspective.

**To deliver the following outcomes**

1. Safe, accessible and sustainable transportation infrastructure
2. Supporting the delivery of the Annual Service Plan for Transport Planning and hence the Council’s wider outcomes

**Main Duties and Responsibilities:**

1. Assist, as required, with a wide range of engineering duties including in the preparation of engineering drawings, specifications, and reports.
2. Develop an understanding of the design manuals, technical guides and conditions of contract associated with the delivery of schemes.
3. With support and training, use CAD and other engineering software to produce technical drawings and other works information.
4. Contribute to site surveys, measurements, and setting out tasks.
5. Maintain accurate records of meetings and site visits as required,
6. Assist with the investigation of queries and complaints relating to schemes delivered within Transport Planning.
7. Assist in the supervision of the delivery of works including contractors, suppliers, and other appropriate agencies both internal and external.
8. Assist in the preparation of information for consultation and engagement.
9. Assist in monitoring the expenditure and budgets of small design schemes.
10. Assist in ensuring that checklist and process documents are accurate and followed.
11. Attend engagement activities, reviews of potential schemes, site visits, contractor meetings, and on-site commissioning activities.
12. Assist in the production of Ward Member Updates, Planning Submissions, Scheme Update material and Strategy Documents.
13. Develop and understanding of the Highways Development Control process and assist the team in assessing Planning applications and maintaining highways records.
14. Gain an understanding of transport’s role in the support of regeneration and housing through the collation of information necessary to develop strategies and schemes.
15. Assist the team in the financial monitoring or projects and programmes.

**Training & Development Commitment:**

Attend college studying towards a Level 3 Civil Engineering Technician qualification (typically one day per week).

On-the-job training with experienced engineers and transport planners.

Regular reviews with a training coordinator to track progress and set goals.

**Outputs Required**

1. **Corporate Outputs**

Support the delivery of the ‘One Council’ approach to service delivery and cross departmental collaboration

Assist with the promotion of effective communication, within the Council and externally.

Support corporate projects and initiatives and collaborate in cross service working.

Help to actively promote the profile of Sefton as a place to live, work and visit.

To Contribute to Council Priorities

1. **Divisional Outputs**

As a member of the Transport Planning team, support the Transport Planning Manager to deliver the Service Plan which reflects the Council’s Investment Programmes and Infrastructure outcomes and objectives

# Linkages

To deliver the outcomes for your role and your team, and to contribute to the delivery of Council outcomes, you will be expected to work with other teams within T&HI, other corporate departments and outside agencies. Some of the critical relationships for your post include;

* Term Maintenance Contractors
* Customer Communications
* Network Management
* Highway Safety
* 3rd Party Landowners (rights of way / un-adopted areas)
* Statutory Undertakers & Utility Companies
* Councillors

This does not represent an exhaustive list.

# Special Conditions

The post holder may be required to undertake tasks in adverse weather conditions on occasion.

Attendance at evening meetings of the Council’s Committees and Resident or Interest Group meetings may be a feature of this post.

A casual car user’s allowance is available and the post holder should either hold a driving license or be taking measures to secure one.

**General**

The post holder will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.

The post holder will be expected to comply, observe and promote the equal opportunities of the Council.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All members of staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post holder is expected to monitor the effectiveness of the health and safety arrangements and systems to promote appropriate improvements where necessary.

The Authority has an approved equality and diversity policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality and diversity policies of the Council.

Since confidential information may be involved with the duties of this post, the post holder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

All staff will undertake, and participate in training, coaching and development activities, as appropriate.

**Note:** Where the post holder is disabled, every effort will be made to support all necessary aids, adaptations or equipment to allow them to perform all the duties of the job.

**Prepared by**:Andy Dunsmore

**Designation:** Transport Planning Manager

**Date:** 16/7/25