

GRADUATE LEVEL APPRENTICE – CIVIL ENGINEERING			
Reference No.	A4379	Type	Individual
Service	Roads & Transportation Services		
Job Family	Para-professional	Anticipated Grade	Staged - FC4-FC7

Purpose
To assist in the design and construction management of roads and/or structures related projects whilst undertaking study towards SCQF Level 10 Qualification. Also to assist in Asset Management and Engineering Contracts related activities depending on team placement. The post holder will combine work experience and university managed study following a graduate apprentice programme approved by the University of Dundee.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Completing a SCQF Level 10 Qualification in Civil Engineering within 4 years while attending University on a day release basis	<p>Qualified to SCQF Level 6 with minimum 4 Highers at Grade B, or equivalent, including Maths and at least one other in a relevant area (physics is preferred).</p> <p>OR the following equivalents</p> <p>A Modern Apprenticeship in a relevant area and Higher Maths and a Higher in a Science subject (physics is preferred)</p> <p>OR</p>	✓	

Role Profile

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	<p>A Foundation Apprenticeship in a relevant area and Higher Maths and a Higher in a Science subject (physics is preferred)</p> <p>OR</p> <p>Other Equivalent (for example a HNC equivalent might be a relevant HNC with Grade B in the Graded Unit including Mathematics for Engineering)</p> <p>The acceptance of equivalent qualifications will be subject to approval from the University prior to appointment.</p> <p>(NB Due to funding being provided under the Workforce Youth Investment fund, these posts are restricted to applicants who currently live in Fife and are aged between 16 and 24 at the interview date)</p>	✓	
Assisting in the development of roads and/or structures related design solutions, from initial assessment and option appraisal, through detailed design and contract supervision. Greater responsibility and autonomy will be required as development progresses.	Knowledge of types of work undertaken by civil engineers working in the public sector		✓
Assisting in the preparation of contract documentation related to design solutions including but not limited to preparation of sketches and drawings, specifications, tender documentations and bills of quantity.	Knowledge of civil engineering forms of contract, design processes and methods of measurement.		✓
Developing skills in the use of, and use, technology in the development of design solutions and contract supervision such as Computer Aided	Experience in the use of computer programs/software (e.g Microsoft Word, Excel etc).	✓	

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Design, Design and Analysis Programs, Project Management Software and Contract Management Systems.	Experience in the use of specialist computer software (such as AutoCAD, Microsoft project)		✓
Assisting in the preparation of cost estimates in relation to design solutions and continuously monitor expenditure and cost projections in the implementation of projects.			
Assisting in Risk Assessment in relation to design solutions and routine activities, such as inspections, and contribute to development of pre-construction Health and Safety Information and completion of Health and Safety files, in order to ensure compliance with all appropriate Health and Safety legislation, in particular the Construction (Design and Management) Regulations 2015.	Knowledge of the importance of health and safety		✓
Assisting in the procurement and supervision of specialist services such as Site Investigation, Environmental Surveys and Materials testing, and implement the recommendations of these investigations in the development of design solutions.			
Assisting in the supervision of in-house and external contractors to ensure schemes are constructed in accordance with the contract documentation.			
Assisting in developing projects and programmes in compliance with Roads & Transportation Services instructions on public consultation minimising disruption and inconvenience to the general public and local businesses and including appropriate advance consultation and on-going publicity for communities, businesses, schools, etc. by means of exhibitions, meetings and press releases as required.	Experience of working with customers Experience of making and delivering presentations		✓ ✓
Assisting in the preparation of asset management, and flood risk management, information and participate routine inspections necessary for the monitoring of asset condition.	Ability to provide a regular and effective service	✓	
Assisting in the preparation and presentation of reports on matters related to projects to senior management and elected representatives.	Written communication skills	✓	

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Assisting in providing technical advice on roads, flooding, and/or road/marine related structures matters within the services, to other services and to external bodies.			
Contribute to the achievement of the Councils corporate objectives through co-operation with other appropriate services and officials by the provision and exchange of appropriate information.			
Participating in ongoing training & development in order to gain and update personal skills and knowledge.	Committed to personal development and maximising personal potential.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:				
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> Skills Framework (if applicable) How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>