

JOB DESCRIPTION

- Post Title:** Transport Planning Technician Apprentice
- Post Reference:** TVCA 234
- Grade:** £9.30 per hour (real living wage) / £17,941 per annum
- Duration:** 36 months
- Responsible to:** Transport Planning & Infrastructure Manager

Job Purpose

To provide technical support to the Tees Valley Combined Authority Transport and Infrastructure Team to support the implementation of the Tees Valley Strategic Transport Plan and delivery of the Integrated Transport Programme.

This is a BTEC Level 3 Advanced Apprenticeship available to anyone aged 16 or over. The apprenticeship will be a mix of block release delivery based at Leeds College of Building and the development of knowledge and skills in the workplace. It is designed to offer a challenging and ambitious programme of academic study and work-based skills development, covering all stages of a transport project from planning and design to implementation.

On completion of the apprenticeship the apprentice will have satisfied the requirements for registration as an Engineering Technician by the Chartered Institution of Highways and Transportation. The apprenticeship is also mapped to the Transport Planning Society's Professional Development requirements offering young people the opportunity to access a work-based route to a career as a professional transport planner.

Duties & Responsibilities

1. Assist with the planning and design of transport and traffic policies, plans, schemes and systems.
2. Collect, prepare and present data, written information and analyses to inform the development of policies, plans and projects.
3. Assist with the modelling of transport and traffic systems.

4. Assist with assessing the impacts of possible transport measures.
5. Support the development and implementation of travel planning (Smart Travel) schemes.
6. Support the successful delivery of projects working as a member of a team.
7. General administrative duties such as printing documents & publications, dealing with telephone and email correspondence, administrative support for meetings.
8. Using Information Technology which includes Microsoft Office and in house systems.
9. To shadow colleagues as directed.
10. To establish effective working relationships with other departments and external agencies as appropriate.
11. To attend and engage with the College course associated with the apprenticeship programme.
12. Work flexibly and undertake such other duties and responsibilities commensurate with the grading and nature of the post.
13. Ensure compliance with Corporate Governance procedures, procurement regulations, confidentiality and data protection policies.
14. To take reasonable care of your own health & safety and co-operate with management, so far as is necessary, to enable compliance with the authority's health and safety rules and legislative requirements.

PERSON SPECIFICATION

Post Title: Transport Planning Technician Apprentice

Qualifications and Experience			
Criteria	Essential	Desirable	Method of Assessment
Qualifications	A minimum of 5 GCSEs at grades 9-4 including English and maths		Application
Experience	Working as part of a team (this could be in a sporting, educational, work or social setting)	Office experience e.g. record keeping, filing, use of standard office equipment e.g. photocopier etc.	Application and Interview
Skills/Knowledge	<p>Passion for helping develop creative solutions</p> <p>Able to use Microsoft Office e.g. Word and Excel</p> <p>Willing to learn new skills and to adapt in the light of experience</p> <p>Be articulate and able to converse confidently in a pleasant and professional manner</p> <p>Be professional, proactive and receptive to constructive advice and guidance</p> <p>The ability to communicate both orally and in writing</p> <p>Able to work independently when appropriate and take responsibility for and pride in your work</p>		Application and Interview

	<p>Be numerate and have the ability to copy/transfer information accurately</p> <p>Have the ability to understand and apply regulations and written instructions</p> <p>Take responsible approach to health and safety</p>		
Personal Attributes	<p>Aptitude and desire to work in transport planning</p> <p>Flexible approach to work</p> <p>Willing to ask for help as and when required</p> <p>Apply an effective approach to problem solving</p> <p>The ability to work as an effective member of a team</p> <p>Self-motivated</p> <p>Keep well organised personal records of work undertaken</p>		Application and Interview