



Job Title:	Apprentice Civil Engineer
Department:	Engineering
Reports to:	Principal Civil Engineer
Direct Reports:	N/A
Location:	Activity Based On Site
Contract Type:	Permanent
Grade:	CA3

Main purpose of the job

- As an Apprentice Civil Engineer you will gain academic training and work-based experiences within civil engineering design and construction. You will be a member of the Engineering team that prides itself on innovative thinking whilst delivering service excellence through quality. You will support and assist professional engineers in the provision of civil engineering solutions that protect both the public and the environment from the hazards still presenting themselves of the United Kingdom's former coal mining industry.
- Work based practical training will be provided to support and supplement academic studies at the particular level of the academic course that the individual is enrolled upon. The work based training will develop engineering knowledge, skills and behaviours of the individual required for professional membership of the Institution of Civil Engineers.
- The role is part of the Authority's succession planning programme within its essential service teams with the academic studies wholly funded by the Authority.

Responsibilities

Specific

- Demonstrating a willingness to learn and show a keen interest in civil engineering procedure
- Having a proactive approach to learning academically and through work-based learning and continuing professional development. Preparing and documenting own development action plan (DAP) and continued professional development (CPD) records.

- Supporting the team both technically and administratively in the delivery of engineering projects including structural and geotechnical design calculations in accordance with design codes, under supervision and independently. Leading on project work or where appropriate.
- Developing an awareness of health & safety in the workplace and with the engineering industry. Developing and applying knowledge of the Construction (Design and Management) Regulations 2015 fulfilling the Designer and Principal Designer responsibilities where appropriate.
- Developing an awareness of the Mining Remediation Authorities mining information and record management systems such as Inferis, Wisdom and MineSights, becoming familiar with the information that these systems hold. Using this knowledge to undertake and report on desktop studies.
- Preparing engineering drawings using AutoCAD and using other software packages for ground modelling and design under supervision and independently.
- Developing awareness and knowledge of the Mining Remediation Authority's engineering procurement procedures and how engineering designs are incorporated into contracts.
- Developing awareness and knowledge of engineering forms of contract such as those within the NEC4 suite. Using this knowledge to advise internal and external clients where appropriate.
- Undertaking site monitoring, inspections and surveys under supervision and independently.
- Attending all academic and work based learning lectures, courses and activities as directed by the academic course provider or line manager.

General

- Act in line with the behaviours and values of the organisation.
- Manage your own performance to be accountable for meeting individual, team and corporate objectives.
- Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds.
- Actively demonstrate the Mining Remediation Authority's customer service standards expected of your role.
- Follow and contribute to the improvement of operational and team processes and procedures.
- Assist with the preparation and delivery of the team's objectives, budgets and financial records.
- Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money.
- Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives.
- Support research and development projects.
- Ensure that the Authority's statutory responsibilities are effectively discharged.
- Carry out any further reasonable requests from your line manager.

Values in Action

We expect all our colleagues to embody our core values and behaviours in their daily work.

Trusted

- We act with integrity
- We're open and transparent
- We deliver on our commitments

Inclusive

- We promote a culture of mutual respect
- We recognise that our differences make us stronger
- We work with others to achieve our vision

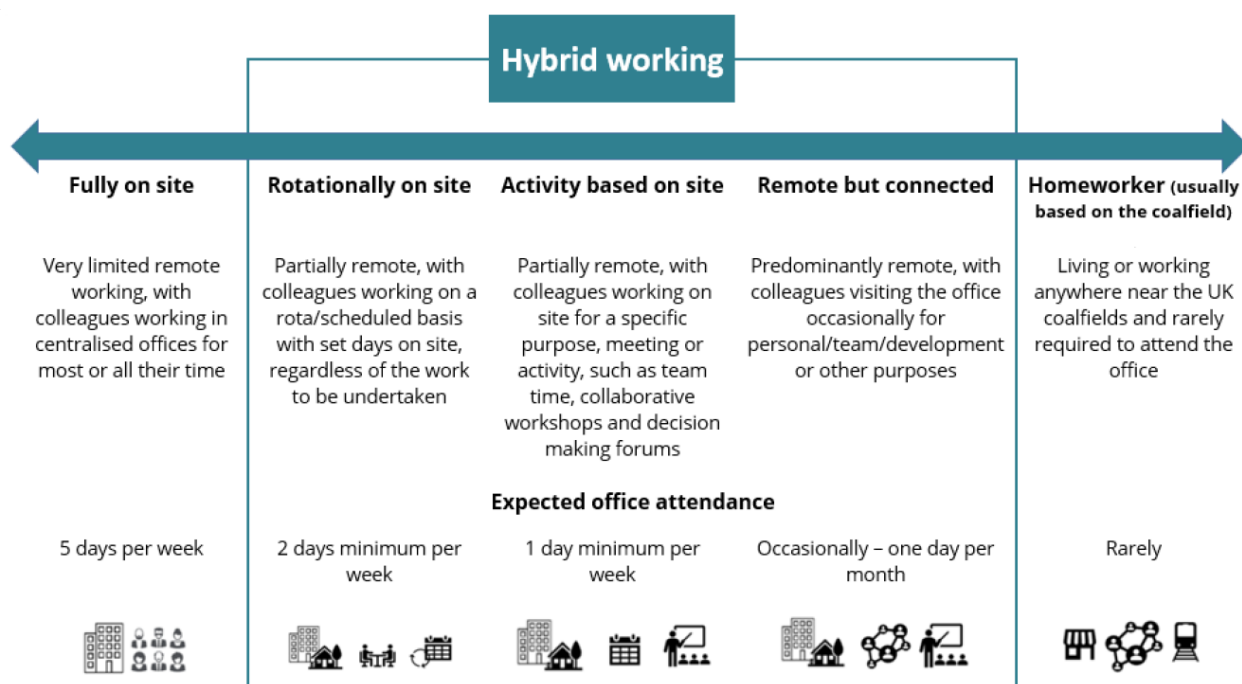
Progressive

- We're open minded and innovative
- We recognise that the past can help us shape the future
- We listen and learn

Our Values in Action framework outlines important behavioural indicators which help us demonstrate our values through our work together.

Hybrid Working Model

This role sits within our Hybrid Working Model. The designated hybrid arrangement for this post is outlined under “Location” on page 1 of this Job Description and reflects the requirements of the role and the organisation. Hybrid working arrangements may be reviewed and adjusted if business needs change.





Person specification

Job Title:	<i>Apprentice Civil Engineer</i>	Department:	<i>Engineering</i>
	Essential	Desirable	
Qualifications and Training	<ul style="list-style-type: none"> 3 A-levels at Grades A*-C including Mathematics and Physical Science or their equivalent achieving 96 UKAS points, or will have completed a Level 3 Apprenticeship as a Civil Engineering Technician, plus five GCSEs at Grade A-C including Mathematics, English Language and Double Science or equivalent qualification. 		
Experience and Knowledge	<ul style="list-style-type: none"> Enthusiasm for civil engineering. 	<ul style="list-style-type: none"> Previous engineering work experience. Appreciation of AutoCAD and its uses. 	
Skills and Abilities	<ul style="list-style-type: none"> Methodical approach to tasks. Good ICT skills. Clear communication skills. Ability to work as part of a team. Ability to work to tight deadlines. Ability to prioritise tasks. 	<ul style="list-style-type: none"> Full Uk Driving Licence. 	
Other			

