

Job Description



Job Title: Newham Apprentice Network Engineer	Service Area: Network Management	
Directorate: Environment and Sustainable Transport	Post Number: 37564	Evaluation Number: 5146
Grade: Apprentice Grade London Living Wage rate £11.95 PH	Date last updated: June 2023	

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR EMPLOYEES AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

COMMITMENT TO AND UNDERSTANDING OF NEWHAM VALUES

Honesty – We act with integrity; we communicate openly and transparently; we take responsibility if things go wrong

Equality – we treat people fairly and consistently; we include everyone in our diverse community; we stand up to injustice and discrimination

Ambition – we work hard to make Newham better for everyone; we think creatively to find new solutions; we are committed to learning and improving

Respect – We treat people with courtesy and compassion; we welcome other people's ideas and perspectives; we consider how our behaviours impact on others

Together – We are one council, one team; we collaborate and co-produce to achieve results; we trust, appreciate and constructively challenge each other

COMMITMENT TO PERSONAL LEARNING

To successfully complete the Apprenticeship, not only must the apprentice meet the performance standards required, but individuals must also meet the off-the job learning requirements.

Responsibilities include:

- learning and developing practical skills,
- participating in courses and workshops on and offsite,
- observing all employee processes and procedures,
- completing tests and assignments
- delivering presentations to colleagues and other stakeholders.

You should be well-organised, flexible, and willing to assist wherever possible.

Overall Purpose of Job

To be part of the Network Management Team having responsibility for the delivery of LBN's Network Management Duty under the Traffic Management Act 2004, in an effective and efficient manner to deliver best value and ensure continuous improvement.

To be a team member and develop a specific professional expertise, in order to assist the team in delivering its designated objectives.

Job Context

1. The job title of Newham Apprentice applies to all of the apprentices hired as part of the Newham Apprenticeship Scheme. Each apprentice will be a member of a specific functional team, although they will be expected to work in a flexible manner and carry out appropriate work in other teams when necessary to meet service objectives.
2. To be successful as an Apprentice, you must have great time management skills and be willing to fit into the existing team structure. You must demonstrate the council's values and behaviours in all that you do. Outstanding Apprentices are those who respond well to criticism, build good relationships with colleagues, and ultimately make a positive lasting impression.
3. The post holder reports to the Principal Network Engineer in Network Management
4. The post holder has no budget and line management responsibility.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Apprentice Network Engineer, which are determined by the level and complexity of work to be undertaken.

To work to a consistently high standard, assisting in the provision of a high quality service for projects within Public Realm.

To adhere to established quality systems for the delivery of effective services.

To be responsible for specific tasks as directed by the Principal Officer.

To assist other staff in the team as directed by the Principal Network Engineer.

To carry out such other duties, within the competence of the post holder, as may be reasonably required from time to time.

Under Supervision, perform duties during evenings, weekends and public holidays as and when required.

To be aware of both the corporate and Highways and Sustainable Transport and Safety Policies and to ensure personal safety and that of others during the course of work.

To be aware of relevant Health and Safety legislation and to implement safe working practices.

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people, and expects all employees to understand and promote its policies in their work.

To ensure effective communication, liaison and working relationships within the Group.

To undertake works under regular supervision.

Personal Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
EQUALITY AND DIVERSITY We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.	
PROTECTING OUR EMPLOYEES AND SERVICES Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.	
KNOWLEDGE: General knowledge of the workings of local government. Some knowledge of engineering services.	Application Form/Interview Application Form/Interview

<p>Basic knowledge and understanding of relevant areas of the service, i.e. highway design.</p>	Application Form/Interview
<p>Basic knowledge of national policies and guidance in respect of the service area.</p>	Application Form/Interview
<p>Knowledge and understanding of relevant areas of the service, i.e. network management.</p>	Application Form/Interview
<p>Knowledge of national policies and guidance in respect of the service area.</p>	Application Form/Interview
<p>EXPERIENCE:</p> <p>Some experience associated with the relevant service</p>	Application Form/Interview
<p>Some experience of technical and administrative issues associated with the relevant service</p>	Application Form/Interview
<p>Basic ICT requirements of the relevant service</p>	Application Form/Interview
<p>Some experience of preparing/producing documents, drawings and/or reports as appropriate</p>	Application Form/Interview
<p>Some experience of technical and administrative issues associated with the relevant service</p>	Application Form/Interview
<p>SKILLS AND ABILITIES:</p> <p>Ability to communicate effectively with colleagues, members of the public, consultants, contractors etc. in a clear and concise manner, both orally and in writing</p>	Application Form/Interview
<p>Good level of basic technical skills</p>	Application Form/Interview
<p>Ability to maintain a high level of work output and meet deadlines</p>	Application Form/Interview

Ability to create a positive and professional image of the service through personal example	Application Form/Interview
Ability to demonstrate working as part of a team	Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR: Demonstrate a professional approach and commitment to customer service. Flexible and proactive approach to work. Able to maintain confidentiality and sensitivity in all circumstances.	Application Form/Interview/Test Application Form/Interview/Test Application Form/Interview/Test
OTHER SPECIAL REQUIREMENTS Willingness/ability to work out of hours if required	Application Form/Interview