

# Job Description

## For Apprenticeship Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

#### Role Details

Job Title:	Apprentice Data Technician	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Transport Planning		
Service Area:	Transport and Highways - Communities		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Lead Commissioner = Modelling and Monitoring		
Responsible for:	N/A		

#### Role Purpose

- Data analysis to support complex transport and modelling projects
- Provision of transport data to inform regular monitoring report requirements
- Supply of transport data to internal and external clients
- On-site deployment and maintenance of survey infrastructure
- Assisting with the procurement, deployment and storage of the County's traffic survey data

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 3 Data Technician apprenticeship qualification aligned to this role.

#### Role Responsibilities

As an apprentice, the post-holder will learn and eventually master the following role responsibilities and duties:

- Ensuring the efficient maintenance of permanent monitoring sites and the setting up and servicing of ad hoc sites by means of loops, tubes, radar or any future means of traffic monitoring equipment deemed appropriate, at roadside sites and on cycleways etc.
- Implementing and ensuring the efficient running of the automated multi-modal data collection programme for Warwickshire

- Assessing the suitability of count site locations
- Planning the use of monitoring resources and preparing work schedules
- Providing method statements and cost estimates in response to enquiries and briefs received
- Assisting in providing advice and solutions to data collection requirements, including cost estimates, scheduling, staff resources, implementation, site maintenance and data collection
- Maintaining and replacing equipment, including personal safety clothing, keeping inventories and fault records up to date
- Keeping abreast of developments in traffic survey technologies and methods to improve data collection and accuracy
- Ensuring Health & Safety requirements are met and safe working practices are adhered to, including reviewing and updating risk assessments
- Procuring specialist survey services (eg. high mast CCTV, drone surveys) as and when appropriate
- Uploading and checking the accuracy of data and making corrections where necessary
- Analysing data and producing reports to support LTP annual monitoring requirements, scheme monitoring requirements
- Liaising with private companies and other authorities to obtain and upload data
- Working within an ISO90001 QMS framework, ensuring the appropriate process are followed

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

### Essential Criteria

Assessed By:

The ability to communicate with other people confidently and coherently, in person and/or in writing	A, I
Familiarity with standard IT software such as Microsoft Office and email	A, I
The ability to organise own workload and meet deadlines	A, I
A willingness to learn new knowledge and skills	A, I
A positive attitude towards working in a team and/or with customers	A, I
The ability to organise own travel requirements to attend work settings as and when required	A, I
GCSE passes at grade 9 – 3 / A* - D in English Language and Maths	A, D
A minimum of three GCSE passes (or equivalent) at grades 9 – 4 / A* - C in any subject	A, D

### Desirable Criteria

Assessed By:

A keen interest in the career pathway enabled by this apprenticeship	A, I
Any previous work experience in a customer service and/or office environment	A, I

Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for Warwickshire County Council and/or public services	A, I

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input checked="" type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input checked="" type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)

<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input checked="" type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	