**APPRENTICESHIP** **- Traffic Signal Project Apprentice**

**Salary:**Hay Grade 10

**Working Pattern:**Limited term contract for 24 months, 37 hours per week.

**Location:**Broad Lane Depot, Engine Common Lane, Yate.

Whether you are starting on your journey or have current experience, we are looking to develop and progress your skills as an Associate Project Manager Level 4 Apprentice, specifically in Traffic Signals.

The aim of this apprenticeship is to provide you with the knowledge, skills and behaviours to become a traffic signal technician and beyond that, a traffic signal engineer.

**What will you be doing?**

* It will be key for you to assist and deliver projects with the design, commissioning, construction, maintenance, and asset management of traffic signals around South Gloucestershire.
* Your day will be varied in this office-based role, assisting with the detailed design of traffic signal projects along with the associated consultation and project management, giving input to traffic signal issues, queries and proposals.
* You will be required to conduct site inspections to assess the operations of traffic signal equipment and maintaining traffic signals, other telematics, and Intelligent Transport Systems installations.
* As part of your role, you will have the opportunity to offer technical support to the remote monitoring systems, managing telemetry.
* Regularly, you will have the opportunity to understand and demonstrate the principles of project management, using Agile, working with a business case budget and cost control, planning, risk and quality as well as leading projects, communicating and stakeholder management.
* To ensure you are learning, you will have the chance to assist in developing and delivering traffic signal strategies and policies and the management of the traffic signal maintenance, whilst ensuring conditions and performance are met and the traffic signal budgeting and estimating related works/projects are achieved.

**What we need from you:**

* You must hold a minimum of GCSE A\*-C (or Grade 4-9) or equivalent qualification in English and Maths (we accept Functional Skills level 2 in English and Maths).
* We require you to have good verbal and written communication skill.
* You will be expected to travel to our Broad Lane Offices on a daily basis including, Wiltshire College & University Centre for the scheduled in person classes.

**Things we need you to know:**

All candidates that successfully reach the interview stages will be required to provide a 10 minute presentation as part of the recruitment process.

As part of this training route you do need to undertake a basic skills assessment as part of the selection process. These will be emailed to you by the training provider, Wiltshire College & University Centre.

You’ll be completing a Level 4 Associate Project Manager apprenticeship and APM Project Management Qualification (PMQ) which will provide you with a highly transferable set of knowledge and skills, which you gain by working for us.  These are some of the core areas you’ll get to learn;

* Different types of organisational structures and responsibilities, functions and project phases on different types of project.
* Preparation and/or maintenance of business cases, including benefits management.
* Quality management processes, assurance and improvements.
* The different contexts in which projects can be delivered, including health, safety, and environment management.
* How to identify stakeholders, their perspectives, different interests and levels of influence upon project outcomes.
* Risk management methods and techniques to identify and prioritise threats or opportunities.

When you aren’t learning with Wiltshire College & University Centre, the rest of your time will be spent with us learning on the job.

In addition to your workplace mentor, you will also be allocated an assessor by Wiltshire College & University Centre, who will complete regular reviews with you.  These reviews are simply to make sure you are on track and happy.

This apprenticeship also requires you to complete an end point assessment which will see you demonstrate what you have learned as an apprentice and how it can be applied in any other organisation.  This will be another chance for you to shine!

You will build a portfolio of evidence to showcase your learning and work on projects within the council. You will also be required to study to pass the Project Management Qualification (PMQ) exam.

The end point assessment element consists of presenting your portfolio of evidence and take part in a professional discussion.  Sound scary?  Don’t worry, we and your assessor will give you plenty of support and encouragement to ensure you are prepared and confident to complete this stage.  We also have plenty of apprentices here that can give you tips and help ease any nerves or concerns, because they have done it themselves!

We understand this is a lot of information and this apprenticeship might not be for everyone, but if you’ve read the above and are still excited about this opportunity, we would love to hear from you.

**How a career at South Gloucestershire Council is different**

We value our staff as individuals, investing in their careers and we are recognised for the quality, breadth and depth of our **training and development** offer, which helps make the greatest long-term difference in work.

We recognise that our **diverse team** of skilled and dedicated people make us a great place to work. We welcome applications from everyone and ensure that individuals are selected, promoted and developed on the basis of their merits and abilities.

What’s special here is the strength of the **team ethos**, the support and the training.

Our teams at South Gloucestershire Council are making a real difference to the lives of people who live, work and learn here.

* We're building and shaping communities which people are proud of.
* We’re providing essential services across our internal network to ensure we can fully support our community.
* We've achieved a great deal, but we need talented and dedicated people to ensure we continue to make a difference.

**We’re making a difference, be part of it!**