



## Job Description and Person Specification

### Traffic & Road Safety Apprentice

Job Details	
Grade	Apprentice
Service	Economic Growth: - Traffic & Road Safety
Location	Friargate Floor 8
Job Evaluation Code	N/A

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p><b>Open and fair:</b> We are open, fair and transparent.</p> <p><b>Nurture and develop:</b> We encourage a culture where everyone is supported to do and be the best they can be.</p> <p><b>Engage and empower:</b> We engage with our residents and empower our employees to enable them to do the right thing.</p> <p><b>Create and innovate:</b> We embrace new ways of working to continuously improve the services we offer.</p> <p><b>Own and be accountable:</b> We work together to make the right decisions and deliver the best services for our residents.</p> <p><b>Value and respect:</b> We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
<p>Working within a multidisciplinary team to design and implement traffic and road safety schemes, including policy development, local safety interventions, vulnerable road user initiatives, school streets, and speed management—helping to create safer, more accessible streets for all.</p>



Key Responsibilities and Accountabilities
Assist engineers and technical officers in the design, planning, and delivery of civil engineering projects
Support site inspections, surveys, and data collection activities
Help monitor construction works to ensure compliance with specifications, safety standards, and regulations
Prepare basic drawings, reports, and documentation using relevant software (e.g. CAD, Excel)
Assist in the maintenance and management of highways, drainage, and structures
Liaise with contractors, consultants, and internal departments as required
Maintain accurate records and contribute to project documentation
Follow all health & safety procedures and council policies
Undertake any tasks related to this role as requested

Key Relationships			
External:	Works Contractors Members of the Public National Highways Emergency Services	Internal:	Member of the Traffic and Road Safety team Colleagues Councillors Training Provider

**Commented [LB1]:** List all relationships both internally and externally. E.G. Residents, Schools, CCC Services, CCC Employees

Standard Information
<p>Post holders will be accountable for</p> <ul style="list-style-type: none"> <li>carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health &amp; Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</li> <li>attending any training and undertake any development activities that are identified as mandatory/beneficial to their role.</li> <li>any other duties and responsibilities within the range of the salary grade.</li> </ul>

**Commented [LB2]:** Not to be changed

Responsible for

**Commented [LB3]:** List all posts (job titles) that report into this role.

N/A

Person Specification	
Requirements	
Knowledge	Basic knowledge of services that are provided by Local Government
Knowledge	Basic knowledge of a range of IT applications e.g. word, excel, email
Skills And Ability	Keyboard skills and the ability to undertake training in a variety of IT systems
Skills And Ability	Good communication skills in order to take information from people and answer basic technical queries
Skills And Ability	Ability to work accurately to follow procedures and undertake straightforward arithmetic calculations
Experience	Some experience of using computer systems, and Microsoft packages such as powerpoint, excel, word and outlook
Experience	Some experience of an office based environment would be advantageous
Qualification	Maths and English GCSE 4/C or above (Or equivalent) or ability to complete Maths and English Functional Skills level 2 as part of an apprenticeship
Qualification	Ability to complete Level 3 Business Administrator Apprenticeship Standard
Special Requirements	Willingness to undertake any necessary formal training

**Commented [LB4]:** Maximum of 15 Requirements, preferably 12

**Commented [LB5]:** Start each requirement with a verb.

**Commented [LB6]:** *Guidance*  
 We recommend only **ESSENTIAL** requirements are in your person specification

- Focus on what the role-holder will need from day one in the role
- Check your biases and only focus on what is essential to be high performing in the role
- Make sure you highlight any relevant soft skills
- Remove non-essential or any bias towards educational requirements, such as degrees or niche degrees
- Remember that adding a number of years required experience will limit the number of candidates that you get

A requirement defines what the role holder needs to have to be effective in the role from the outset, so you need to ask the below questions:

- Knowledge - what does the role holder needs to know on day one?
- Skills and Abilities - what does the role holder need to be good at on day one?
- Experience - what does the role holder need to have experience in from day one?



Disclosure and Barring Service (DBS)			
Does the role require a DBS check? No			
<a href="#">Find out which DBS check is right for your employee - GOV.UK</a>			
And if so, which type?			
Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input type="checkbox"/>

Declaration			
Reviewed/Created By:			
Job Title:		Date:	