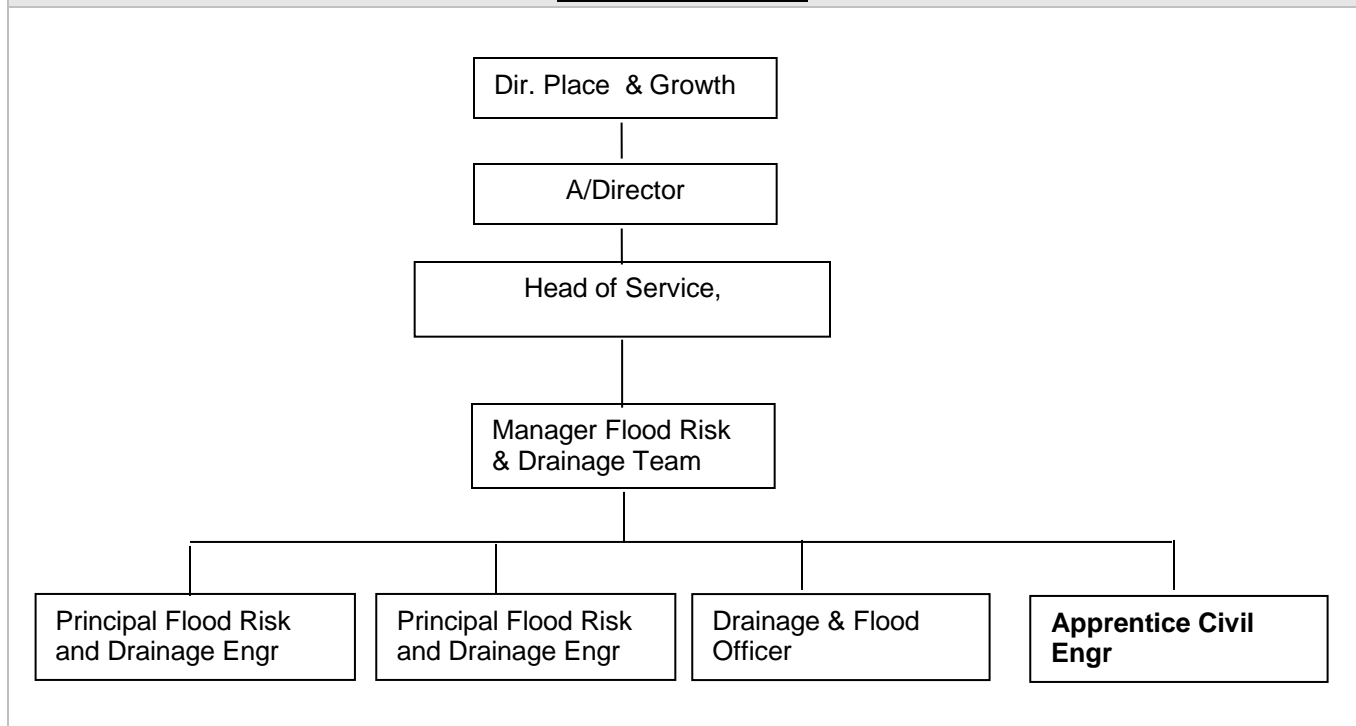
 <b>WOKINGHAM BOROUGH COUNCIL</b>		<b>Job Description</b>		Job Reference
				712819
Job Title		Civil Engineering Apprentice: Flood Risk and Drainage Team		
Service		Place and Growth	Team	Flood Risk and Drainage Team
Location		Shute End, Wokingham, Berkshire RG40 1WR; minimum of 3 days / week reporting to the office.		
Reports to		Manager Flood Risk and Drainage Team		
Responsible for		N/A		
Grade		Type of position:		Date
NL03		Fixed Term Contract & duration  Full Time incorporating Day Release for College		19 July 2024
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>				
<b><u>Service Purpose</u></b>				
<p>Lead Local Flood Authority (LLFA) with statutory responsibility for the management of Ordinary Watercourses throughout the Borough as well as management of flood risk associated with these watercourses or arising from surface water flooding / groundwater flooding. The day to day responsibilities of the LLFA fall to the Flood Risk and Drainage Team that also leads on planned and reactive maintenance of the highways drainage network.</p>				
<b><u>Purpose of the role</u></b>				
<p>You will be trained in all aspects of the team’s work including: investigation and survey of existing drainage infrastructure; design of improvements to highway drainage; design of flood alleviation schemes; hydraulic modelling of drainage using Causeway FLOW both in support of design work and as a means of reviewing drainage strategies for proposed development as part of the council’s role as a statutory consultee.</p>				
<b><u>Main Accountabilities</u></b>				
1	Having an interest and understanding of the area of the apprenticeship and a willingness to progress, working within statutory, Council and Government guidelines and ensuring statutory compliance in the delivery of the service.			
2	Assist the Flood Risk & Drainage Team (FRDT) Manager in solving problems and managing complex cases, applying discretion and judgement in relation to the policy guidelines.			
3	Assist the FRDT Manager to manage customer issues effectively, providing excellent customer care and delivering improved outcomes for customers, communities and clients.			

4	Assist the FRDT Manager to manage and undertake improvements to the drainage infrastructure in the borough.
5	Assist the FRDT Manager in the investigating of flooding events within the borough and the development of solutions to minimize flood risk.
6	Assist the FRDT Manager with the development and maintenance of an accurate record of drainage assets for which WBC is responsible.
<b>Supervision Received</b>	<p>The post reports to the FRDT Manager but may occasionally be under the temporary supervision of other officers when assigned specific tasks.</p> <p>Additionally, for the academic elements of your apprenticeship, you will have access to chartered engineers within the council that will be available to help mentor you with your studies. This is in addition to the academic tutor that you will have at University of West London (UWL).</p>
<b>Supervision Given</b>	Nil
<b>Contacts &amp; Working Relationships</b>	The role requires extensive interdepartmental liaison, for example with Highways, Countryside Services, Legal Services and Property Management. Externally, the role demands effective liaison on a day to day basis with members of the public, councillors and the operational teams of our framework contractor for highways maintenance. Additionally, there will be regular contact with other bodies including water companies, sewerage undertakers, the Environment Agency, community groups and parishes.
<b>Management of resources or budget</b>	Nil at present although the expectation is that the successful candidate would progress to be given delegated budgetary responsibility to an appropriate threshold when appropriate.
<b>Special Factors</b>	Willingness to travel throughout the borough and work outdoors including in adverse weather conditions. Attention to detail. Working with others. Good verbal and written communication. The role is very much a mix of site visits involving some manual lifting and desk work.

### Organisation Chart



### Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
	112 - 120 UCAS tariff points from Level 3 qualifications, including A Level Mathematics or equivalent.  Qualifications can include: <ul style="list-style-type: none"> <li>A Levels at grade B, B and C, or above</li> <li>BTEC Extended Diploma with Distinction, Merit, Merit</li> <li>Access to HE Diploma</li> </ul>	
Technical Skills.	Essential	Desirable
	Able to use Microsoft office, Excel, Word and PowerPoint.	Any experience with using Geographical Information Systems (GIS).

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
	Excellent verbal and written communication skills; Excellent interpersonal skills; Ability to prioritise.	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
		Experience of working within teams; Experience of being given responsibility over people/tasks/ equipment.
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	Clean Driving License	
<b>Completed by:</b>	Ray Drabble	<b>Date: 19 July 2024</b>