

Role Profile

Role:	Strategic Road & High Speed Rail Apprentice
Directorate:	Strategic Road & High Speed Rail
Contract:	Three Year Fixed-term
Salary:	£14'000
Role statement of purpose:	Provide effective team support across Civil Engineering, Project Management and Strategic Planning of multi-modal transport systems in the North of England to support the Strategic Transport Plan.
Reports to:	Infrastructure Development Manager/Strategic Road Network Director

	Key Role Outputs(KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Provide project management support as directed.	<ul style="list-style-type: none">) Fully engage in all development and delivery activities as and when directed.) Demonstrate an understanding of TfN’s project and programme management standards and procedures.) Delivery of presentations as required.) Support in facilitation of project meetings as required.) Actively contribute to the development of the PMO function and organisational procedures.
2.	Development of Technical competence across Strategic Planning functions (Road & Rail)	<ul style="list-style-type: none">) Using and developing educational skills and knowledge, initially with support and guidance, utilise and assess information and data and use initiative to develop, model and design new transport corridor routes to support economic growth.) Using and developing educational skills and knowledge, support in the production of detailed design and operation specifications to ensure improvements are efficient and cost effective.) Support in ensuring that projects are completed within time cost and quality requirements) Comply with all appropriate best practice guidance and other technical standards relating to highway modelling and scheme appraisal.) Use industry standard technique to model and appraise new transport schemes.) Support with data collection and analysis as required.
3.	Stakeholder Management	<ul style="list-style-type: none">) Support effective stakeholder management and relationship building through a variety of engagement initiatives.) Act as a key point of contact as required offering support as necessary.) Gain a detailed understanding of matrix working across

		<ul style="list-style-type: none"> delivery partners and support organisations) Contribute effectively to team meetings and the wider TfN team where cross functional working requires input.) Develop political and commercial acumen for transport related projects.
4.	Research, Innovation & Investment	<ul style="list-style-type: none">) Demonstrate an aptitude for innovative thinking and an appetite for learning through research and technical reading across the many legislative changes affecting the transport industry.) Attend seminars or conferences relevant to the transport sector in order to stay abreast of changes and contribute effectively to key areas of work within Road and Rail network development.) Gain a thorough understanding in the application of public sector policies such procurement, financial investment and budgetary control in relation to capital investment projects.
5.	Report writing	<ul style="list-style-type: none">) Develop a thorough approach in submission of 'papers' to board level.) Learn to demonstrate a solid approach to preparing a writing a business case.) Support peers in application of central government policy through dissemination of information through appropriate channels of communication.) Write reports in relation to monthly project status updates, internal communication articles and workload reviews as required.) Maintain accurate records in accordance with the agreed procedures
6.	Health and Safety compliance	<ul style="list-style-type: none">) Gain basic knowledge of Health and Safety requirements of the role.) Undertake basic operational assistance in accordance with agreed Health and Safety policies and procedures.) Where appropriate, assist in identifying potential risks of working on the highway or railway in accordance with relevant legislation and codes of practice.) Type up new or make amendments to any Health and Safety documentation.
7.	Completion of Apprenticeship related training	<ul style="list-style-type: none">) Attend college as part of the programme as outlined by HR & Skills) Complete fully all tasks and assignments/course work as a mandatory part of the Apprenticeship) Maintain a satisfactory level of performance and behaviour in college in line with TfNs expectations of all Apprentices who represent our brand.
<p>Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful</i></p>		<p>Key Actions <i>These set out how the COs will be achieved – the activities required.</i></p>

<i>in the role</i>	
C1	<p>Ensure you comply with all applicable organisational legislation and policy:</p> <ul style="list-style-type: none">) Safety Management System) All relevant site safety policies and procedures) Dignity at Work Policy) Risk Management) TfGM/TfN policies and procedures) Equality and Diversity Legislation) TfGM/TfN Vision & Values, behaviours and competencies.
C2	Any other reasonable duties as required from time to time

Key Interdependencies	
Key Contacts	<ul style="list-style-type: none">) TfN Partners) DfT) Network Rail) HS2 Ltd) Programme Director & PMO Team) NPR Rail Director) NPR Programme Quad Group, Working Groups and/or Sub-Groups) Policy and Strategy Team) Highways Agency) Third-party consultants and developers) Training Provider) TfN Skills & Development Manager
Direct reports	None
Budgetary responsibility	None
Location	Manchester office based but with a requirement to work flexibly across the North of England.

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Road & Rail Apprentice (Knowledge, skills and experience required at selection stage)	
E	Essential Experience:
E1	Experience of organising self and workload to a good standard
E2	Experience of delivering a successful project (academic or work based)
E3	Ability to prepare clear, concise and well-structured reports.
E4	Experience of using Microsoft Office applications
E5	Good oral and written communication skills
E6	Ability to work to tight deadlines
E7	Ability to work in partnership and make positive contribution to work teams
D	Desirable experience:
D1	Other IT packages and design/modelling packages
D2	Leading a project
D3	Knowledge of cost management
D4	Financial awareness
D5	Proven ability of analysing different data sources but mainly related to traffic
D6	Ability to monitor expenditure, ensuring that financial targets are met
EQ	Essential Qualifications:
EQ1	Educated to GCSE Grade C or above including English and Maths.
DQ	Desirable Qualifications:
EQ2	Foundation or Technical level qualification in Engineering and/or Project Management or related numerate discipline.
EA	Essential Attributes:
EA1	A commitment to deliver the agreed work plan to the timescale and standards required
EA2	An approach of 'no surprises please' – keeping your manager and others informed of the potential for significant change to the work plan – unexpected delays or outcomes, changes in resource requirements.
EA3	Flexibility in terms of an evolving workload and challenging work environment demonstrating
EA4	An ability to work effectively with colleagues whose work will be impacted by your activities, and of those where you will be affected - managing the interdependencies
EA5	An ability to work without close supervision
EA6	Ability to demonstrate good analytical and problem solving skills and a passion for helping develop creative solutions
EA7	A willingness and appetite for continuous learning and professional development
EA8	Punctual and attentive
EA9	Ability to actively seek, identify and implement opportunities for continuous improvement
EA10	Ability to communicate clearly and concisely and know when it is appropriate to be assertive
EA11	An aptitude and desire to work in transport sector