**BOURNEMOUTH, CHRISTCHURCH & POOLE AUTHORITY**

**JOB DESCRIPTION**

**SERVICE UNIT: Neighbourhood Services**

**JOB TITLE: Highways Operative Apprentice**

**GRADE: 80% Substantive rate of BCP Council Grade F**

**RESPONSIBLE TO: Neighbourhood Services - Charge-Hands and Supervisors**

**MAIN PURPOSE**

* Make a positive contribution to achieving Environment’s purpose – “Help ensure that BCP is safe, clean and green now and in the future.”
* To assist in the delivery of efficient and effective daily Environment services on behalf of the BCP Council, including Highway Improvements, Maintenance and Construction related activities, Cleansing and Green Space maintenance and other associated services.
* Build positive relationships in working with managers, staff, communities, contractors and partners of Bournemouth, Christchurch & Poole to achieve purpose.

**MAIN RESPONSIBILITIES**

1. To work as part of a team delivering Highway maintenance, construction and associated works to fulfil Environment’s purpose.
2. To perform highway maintenance and construction activities and other related tasks (examples: traffic management, repair and installation of signs and street furniture, etc.) suitable to knowledge and experience
3. Support colleagues, Chargehands and Supervisors with the aim of achieving daily and weekly targets.
4. To carry out duties as instructed in conjunction with health and safety legislation and Neighbourhood Services Risk Assessments
5. Be aware of issues that affect the day to day running of the Highways Service.
6. Contribute to productive work programmes and schedules.
7. Undertake other duties and functions appropriate to the position, which contribute to the purpose of Neighbourhood Services.
8. To work with other members of the Environment team in the execution of their work(s).
9. Work as appropriate with agency staff, contractors and other apprentices in developing the service.
10. Assist and learn in maintaining the work place, plant and equipment in a satisfactory condition, keeping clean and tidy, and updating records as appropriate.
11. Assist and learn how construction materials, stock and equipment is correctly protected, stored and waste, or surplus stock is correctly disposed
12. To wear the provided regulation personal protective clothing (PPE) and keep it clean and tidy.
13. To actively learn and gain experience to successfully complete NVQ level 2 qualification and attend training to complete the course as instructed.
14. To undertake such other duties as may be required from time to time commensurate with the level of the post.
15. To comply with all decisions, policies and standing orders of the Council and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Act.

Prepared by: Greg Kerr Updated: August 2025

The Council reserves the right to add, amend or otherwise alter the duties shown in this job description provided that these are commensurate with the status, experience and qualifications of the employee.**PERSON SPECIFICATION**

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| **ATTRIBUTES & CRITERIA** | **ESSENTIAL/ DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EXPERIENCE**   1. No formal experience is necessary, however interest in and enthusiasm for the area of work. 2. Willingness to take part in further education | Essential  Essential | Application Form Interview  References |
| **QUALIFICATIONS / TRAINING**   1. GCSE or equivalent English & Maths to min level C/4 2. IT skills, use of mobile data devices | Essential  Desirable | Exam results &  College assessment |
| **APTITUDES /ABILITIES**   * Ability to work as part of a team  1. Physically fit and able to perform tasks of a heavy manual nature  * Willingness to work out doors in all weathers * Flexible approach to areas of work | Essential  Essential  Essential  Essential | Application Form  Interview  References |
| **KNOWLEDGE/SKILLS** |  |  |
| **ATTITUDE / MOTIVATION**   1. Commitment to learn & develop new skills 2. “Can do” attitude 3. Willingness to participate in training associated with the role 4. Willing to work across all areas of Neighbourhood Services as required 5. Commitment to equality & diversity | Essential  Essential  Essential  Essential  Essential | Application Form Interview  References |
| **OTHER FACTORS**   1. Willingness to travel/stay away from home for a day or short periods for learning 2. Volunteer for related activities outside of standard working hours (see note) | Essential  Desirable | Application Form  Interview |

Note: This post may involve periods where weekend/nighttime activities are carried out, these are only undertaken when suitable to experience and where appropriate staff are available to mentor.