

## Members' Library Service Request Form

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| Date of Document          | 16/06/25  |
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| Document Title            | Creation of 2 x Modern Apprentice - Trainee Roads Officer |

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Additional information:

|               |                              |
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| Designation   | Exec Dir - Council Resources |
| Date          | 07/07/25                     |

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## **SERVICE REVIEW REPORT**

**REPORT TO:** Members' Library Service

**BY:** Executive Director – Place

**DATE:**

**SUBJECT:** Creation of 2x Modern Apprentice – Trainee Roads Officer

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### **1 PURPOSE**

- 1.1 To seek Head of Resources approval under delegated powers for establishment changes detailed in the body of the report creating two Modern Apprenticeship “ Trainee Roads Officers” within Road Services. The posts will be based at our Penston House office at Macmerry.

### **2 RECOMMENDATIONS**

- 2.1 To approve the creation of two 24-month Modern Apprenticeship “ Trainee Roads Officers” posts within Road Services.
- 2.2 To approve the recommendation that rate of pay is set at the National Minimum Wage for the young person’s age.

### **3 BACKGROUND**

- 3.1 A key strand of Strategic Project 6 of the Council’s Economic Development Strategy is focussing on apprenticeships and training opportunities for young people and allows the Council and community partners to develop and grow young talent within East Lothian.
- 3.2 When shortlisting we often find that relevant experience is difficult to achieve for young people. Often the entrance criteria for existing entry level posts in schools is beyond that of school leavers.
- 3.3 Road Services has identified an opportunity to create two Modern Apprenticeship “Trainee Roads Officers. These placements would be for a 24-month fixed term apprenticeship opportunity. It is intended to target this placement at male and female school leavers 16-19 years of age and for those who are disabled or care-experienced, this is extended up to and including age 29. Applicants must reside in East Lothian. We have identified a variety of tasks which would be appropriate for an MA which would allow the individual to fulfil the learning required to achieve.

- 3.4 Within Road Services we currently have a number of vacancies including one Road Officer and one Senior Road officer. We have tried to fill posts but have been unsuccessful. The two Modern Apprenticeship “Trainee Roads Officers” would equip unemployed recent school leavers with the necessary skills and experience for them to compete more effectively in the current employment market. They would also greatly assist Road Services at a time of reduced resources and increased workloads. The two Modern Apprenticeship “Trainee Roads Officers” will cover distinct areas of project work across the teams within Road Services. The post holders will be involved in a number of projects and will assist Officers and Team Managers in the delivery of this service. This will include but not be limited to producing designs, assessments, reports, drawings and contract documents for Engineering works and assisting with the supervision of works.
- 3.5 This would allow individuals an opportunity to develop skills to obtain and maintain employment, through education, training and confidence building. Moreover, this would promote the Council’s commitment to enhancing the employability of our young people through skills, qualifications and experience required to enter the workforce.
- 3.6 Edinburgh College will provide all training required to obtain the desired qualification of a HNC in Civil Engineering.
- 3.7 The role of the Council and the Road Services would be to recruit the apprentice, pay the apprentice’s salary, appoint workplace mentor. In addition, to ensure achievement of the HNC Civil Engineering qualification and a positive destination, Road Services will heavily invest in the appropriate time commitment required to mentor the individual to nurture and develop skills sets, providing a rich mix of tasks.

The individual apprentices would also be required to commit fully to the Scheme.

- 3.8 If no post is available within the Road Services team to achieve positive destination beyond the apprenticeship period, East Lothian Council will work with the individuals to assist them in securing employment; within the wider marketplace including both agency work and more permanent employment
- 3.9 The staffing costs for this post are linked to National Minimum Wage pay rates for the MA's age, such as. £7.55 per hour aged Under 18, £10.00 per hour at ages 18 – 20 and £12.21 per hour at age 21 and over (from April 2025).

3.10 The costs have been calculated based on the rates in Section 3.9, working a 35-hour week for 24 months (104 weeks) the cost of each Modern Apprentice would be:

| Age band         | £ per hour | £ per week | Total £<br>(excluding oncosts) |
|------------------|------------|------------|--------------------------------|
| Under 18 years   | £7.55      | £264.25    | £27,482.00                     |
| 18 – 20 year old | £10.00     | £350.00    | £36,400.00                     |
| 21 +             | £12.21     | £427.35    | £44,444.40                     |

3.11 These costs vary depending upon the age of the apprentice recruited to the post. The cost of employing a Modern Apprentice plus on costs would be met from Road Services budget. The rates stated above are based on rates as of 1<sup>st</sup> April 2025.

#### **4 POLICY IMPLICATIONS**

4.1 None.

#### **5 EQUALITIES IMPACT ASSESSMENT**

5.1 This report is not applicable to the wellbeing of equalities groups and an Equalities Impact Assessment is not required.

#### **6 . DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS SCHEME**

6.1 The nature of the post(s) will determine whether or not a Basic Disclosure check or a PVG check is required in order to comply with the relevant legislative requirements.

#### **7 RESOURCE IMPLICATIONS**

7.1 Financial – The post of Modern Apprentice x 2 will be met from the Road Services budget by holding an existing Road Officer vacancy which is a grade 8 for the duration of the MA. If additional funding is required, then this will be met from savings associated from vacancies within the service.

7.2 Personnel - HR and Unison are supportive of the above proposals

#### **8. BACKGROUND PAPERS**

- Job Outline for Modern Apprentice – Civil Engineering

|                      |                        |
|----------------------|------------------------|
| <b>Author's Name</b> | Alan Stubbs            |
| <b>DESIGNATION</b>   | Service Manager- Roads |
| <b>CONTACT INFO</b>  | 01620 827630           |
| <b>DATE</b>          | 10 June 2025           |

| <b>JOB OUTLINE</b>   |                       |
|--|-----------------------|
| <b>JOB TITLE: MODERN APPRENTICE - TRAINEE ROADS OFFICER</b>  | <b>JET CODE: 6942</b> |
| <b>DIVISION: Place - Infrastructure</b>  |                       |
| <b>SERVICE/BUSINESS UNIT: Road Services</b>  |                       |
| <b>REPORTING TO: Team Manager – Roads Engineering</b>  |                       |
| <b>RESPONSIBLE FOR: None</b>   |                       |
| <b>JOB PURPOSE:</b>  |                       |
| <p>To undertake a Modern Apprenticeship work within the Road Services.</p> <p>Undertake a structured training programme and to gain experience of a full range of Road Services functions in compliance with the Council’s obligations as the local Roads Authority and its policies and plans with a commitment to achieve best value.</p> <p>Modern Apprenticeships (MA) offer new entrants to the labour market the chance of paid employment combined with the opportunity to do undertake formal training and development relevant to the occupational area.</p> <p>This includes the opportunity to gain nationally recognised qualifications that help kick-start a career without having to study full-time. It is intended to target this placement at male and female school leavers 16-19 years of age and for those who are disabled or care-experienced, this is extended up to and including age 29. Applicants must reside in East Lothian. Attendance on a day release basis at Edinburgh College is part of the training programme and the successful candidate will study for an HNC Civil Engineering</p> <p>As an MA – Trainee Roads Officer you will be required to provide technical support to Senior Road Officers / Roads Officers on a range of infrastructure projects undertaken by the Council. The successful candidate will need to be able to demonstrate a willingness to learn and undertake training. The post-holder will undertake a structured training programme, which is likely to include experience in various sections as appropriate:</p> <p>Engineering / Street Lighting<br/>Structures and Flooding<br/>Asset and Regulatory</p> |                       |
| <b>MAIN DUTIES:</b>  |                       |
| <p><b>The following is intended to indicate a broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties. The outline is considered to provide a general description of the post.</b></p>   |                       |

You will be involved in the Council's Modern Apprenticeship Scheme and will be supervised to undertake the following tasks:

- To assist in the delivery of engineering construction projects through the design, assessments, reports, drawings and contract documents.
- To assist in the monitoring of construction work.
- To assist with the provision of roads related advice associated with Planning Applications.
- To assist with traffic and road safety matters.
- General office duties.

You will be supervised and expected to work towards becoming a competent Roads Officer within the 2 year period of the training/commencing your MA

You will commit to:

- working towards an HNC in Civil Engineering and becoming a competent Roads Officer
- undertaking all tasks related to your modern apprenticeship
- keeping all paperwork in relation to your apprenticeship up to date, as required

You will work under the direction of a supervisor and will be expected to carry out tasks with increasing efficiency and proficiency as your competence within the role develops. You will be expected to progress within your skills area and apply your MA learning to workplace situations.

You will be required to follow processes and procedures, and a supervisor will always be available to provide advice and direction.

You will be based at Penston House, Macmerry but on occasions you may be asked to accompany officers doing tasks in different locations that are beneficial to your development and training.

Attendance on a day release basis at Edinburgh College is required as part of the MA to study for the HNC and the successful candidate will need to have means to attend the college.

You may have contact with the general public and are expected to be respectable, well-mannered and helpful at all times.

## **ESSENTIAL REQUIREMENTS FOR THIS ROLE**

### **Qualifications/Experience:**

A minimum of 5 standard Grades, or National Qualifications, including English and Maths and a technical subject. A Higher pass level B or above in either Maths or Physics, or significant appropriate work experience

### **Scottish Social Services Council:**

- None

### **Special Conditions:**

- The modern apprentice will attend an appropriate college out with East Lothian and training programme for development over a two-year period. You must achieve key milestone targets relating to the completion of the HNC in Civil Engineering
- Failure to meet these targets may result in the termination of the apprenticeship.
- A Category B driving licence or commitment to work towards obtaining Category B driving licence is essential. Failure to obtain licence within the 2 year period of the training will limit opportunity of advancement.

| <b>PERSON SPECIFICATION</b>                 |   |   |
|---|---|---|
| <b>Attributes</b>                           | <b>Essential</b>  | <b>Desirable</b>  |
| Education, Registration & Training          | <p>5 standard Grades, or National Qualifications, including English, Maths and a technical subject.</p> <p>A Higher pass level B or above in either Maths, Physics, or significant appropriate work experience</p>  | <p>Core Skills required for MA Framework Qualifications relevant to the post</p> <p>A current driving license and/or use of a vehicle to travel between locations.</p>      |
| Previous Experience (Paid & Voluntary Work) |   | <p>Any type of work experience, voluntary work, community work, helping out family and friends.</p> <p>Participation in school based and/or extra-curricular activities</p> |
| Knowledge/ Skills /Competencies             | <p>Effective interpersonal and communication skills.</p> <p>Proficient IT and keyboard skills.</p> <p>Numeracy skills.</p> <p>Effective organisational and time management skills.</p> <p>Ability to follow training plans for vocational qualification portfolio building.</p> <p>Shows commitment to own learning and development</p> <p>An interest in Infrastructure Projects and Engineering</p> | <p>Knowledge of CAD drawing systems, especially AutoCAD</p> <p>Knowledge of the Council and the services provided by Road Services</p>                                      |
| Personal Qualities                          | <p>Ability to work as part of a team and on own initiative.</p> <p>Ability to undertake multiple tasks and work to deadlines.</p>   |   |

|                    |   |  |
|--------------------|---|--|
|                    | Attention to detail.  |  |
| Council Behaviours | <p>We are Person Centred</p> <p>We Initiate and Embrace Change</p> <p>We Strive to be the Best we can be</p> <p>We make things Happen</p> <p>We work Together</p> |  |