

Job Description

Job Title	Degree Apprentice
Reports to Job Title	
Division and Directorate	Any
Job Reference	22343A

Job Purpose

To develop the knowledge, skills and competence to follow a career in Highways England by achieving a specified Degree level qualification leading to full membership of a recognised professional body and successfully operating at or above a defined baseline level of competence by the end of the training agreement.

Key Accountabilities

- Complete the defined training programme with the support of a Line Manager and mentors with access to internal and external learning resources.
- Maintain own learning records to ensure that all necessary development activities are undertaken.
- Carry out a range of activities under the guidance of a line manager or mentor which support both the achievement of personal development and delivery of business requirements.
- Liaise regularly with line manager and mentors on experience being gained and undertake annual appraisal, to evaluate personal development and to identify further experience needed.

People management responsibilities

- N/A

Budget management responsibilities

- N/A

Key contacts/relationships/stakeholders managed

- Line manager
- Mentors.
- HR Learning & Development
- External learning provider
- Own professional network
- Other contacts as relevant to each work assignment or secondment

Person Specification

Business Knowledge and Experience

- This is a training role in which individuals progressively develop their business knowledge and understanding
- Teamworking
- Communication skills - communicating technical matters to a non-technical audience, both verbally and in written format
- Delivering at pace
- Relationship building
- Understanding Highways England's safety imperative and how it impacts on both the individual's work and its customers
- Commercial awareness

Functional / Technical Skills

- Minimum of 5 GCSEs with grades A* to C or equivalent grades 9 – 4 including English and Maths grade A / 6 or above, and:
- Minimum 3 A-levels expected at grades BBC or higher; or BTEC Extended Diploma, with a minimum of 112 UCAS Tariff points from three A-levels or equivalent qualifications excluding General Studies This is a training role in which individuals progressively develop their technical competence

Values and Behaviours

Embrace the organisation's values and model associated behaviours:

- **Safety:** Keep ourselves and others safe, above all else
- **Passion:** Deliver with energy and pace, care about what we do, continuously improve and innovate, provide great service in everything we do
- **Integrity:** Open, honest and professional, respect and value the contribution others make, do what we say, always do the right thing
- **Teamwork:** Work together effectively to achieve our goals, work efficiently and flexibly, listen to others and communicate clearly
- **Ownership:** Take accountability, learn from failure and celebrate success, agree stretching goals and delivering them, maintain focus on our imperatives

Health & Safety

Be responsible and accountable for the health and safety of yourself and those you work with. Maintain familiarity with all relevant safe working procedures and instructions. Be willing to raise health and safety issues with your line-manager and to challenge unsafe conditions or behaviour amongst your colleagues. Ensure that you contribute towards the improvement of our health and safety performance.