

Context statement

To accompany job description and person specification when required

Job title: Bridges and Structures Degree Apprentice
Directorate: Place (Highways and Engineering)
Service/team: Highways - Bridges and Structures team

Grade: 5-8
Generic JD/PS link: ES587a/b Trainee Engineer
With progression to
ES587 c/d – Technical Officer (Level 1/2)

Organisation structure

Reporting to: Team Leader, Bridges and Structure team
Responsibility for: Management of Dorset Council's stock of bridges and highway structures.

Place Directorate

The Place Directorate contributes to Dorset Council's Corporate Plan objectives in respect of both people and place, but with a leading role in place-shaping and creating the climate in which communities in Dorset can be strong and successful.

Highways Service

The Highways Service sits within the Corporate Directorate of Highways and Engineering and provides the management and maintenance of the highway network and its related assets and infrastructure, involving promoting and supporting transport related safety issues and healthy lifestyles.

The service develops and delivers transport strategies and plans in line with the authority's direction priorities allocating budget and resources to optimise services.

The service works collaboratively across the Council and with the Council's partners to champion innovation to secure the best outcomes and value for Dorset's citizens and customers.

Service Managers support the Corporate Director in the following areas:

- Service Manager for Operations
- Service Manager for Infrastructure and Assets
- Business Manager for Highways

Infrastructure and Assets

Infrastructure and Assets comprises nine teams;

- Highway Improvements
- Bridges and Structures
- Flood Risk Management
- Development
- Street Lighting
- Transport Modelling
- Transport Planning
- Asset and Performance
- Road Safety

Providing a range of professional, technical and administrative highway services primarily related to the technical design and management of new additions, alterations to the highway network and management of the highways assets that promote growth and the economy whilst protecting the environment. The division also discharges the Council's obligations as Lead Local Flood Authority.



Context of work

Bridges and Structures Team

The main purpose of the Bridges and Structures team is to:

- Manage the Council's bridge, tunnel, safety fence and highway retaining wall stock.
- Develop and maintain a programme of regular Bridge inspection, monitoring and assessment.
- Give due regard to bridges of historic significance which are listed or scheduled.
- Prioritise and deliver a routine and preventative maintenance and strengthening works programmes to asset management principles.
- Grant technical approval for all new structures within Dorset.
- Ensure the structures management system is accurately maintained.
- Design new highway structures and schemes to strengthen, repair, refurbish or replace existing structures.

Our Key Customers are:

- Councillors and the local community

The key priorities for the team are:

- Progress projects in accordance with standards, regulations, procedures and best practice.
- Ensure projects are delivered safely, on time and to budget.
- Ensuring fees are robustly managed.
- Maintain a safe and effective bridge, tunnel, safety fence and highway retaining wall stock.

The key people the team work with are:

- Councillors and the local community.
- Construction colleagues.
- Bridge owners and managers.
- Natural England, the Environment Agency and other stakeholder organisations.
- External design consultants to develop a strategic long-term private sector partnership.
- Adjacent county and local authorities on cross boundary issues.

The maintenance of bridges is funded directly by the government through the Local Transport Maintenance block allocation, whereas major refurbishment or new bridges are either funded directly by the Council or external funding sources.

Degree Apprentice Position (General)

Through elements of design and project administration the post holder will assist in the delivery of professional, effective and efficient highway structures projects and tasks related to the asset management of highway structures.

This post reports directly to the Team Leader for Bridges and Highway Structures, although on a day to day basis will support Engineers delivering projects within the team and report to the engineer responsible for the project.

Post holders should be comfortable working in water or from a boat, climbing ladders and working at height (Scaffolds and MEWP). The ability to swim would be beneficial.

The starting salary will be determined at appointment, generally in accordance with the level of qualifications and experience outlined below.

Details of the apprenticeship standards for a civil engineering degree can be found <https://www.instituteforapprenticeships.org/apprenticeship-standards/civil-engineer-degree-v1-0>

Specific Qualifications and Experience:

In addition to the general requirements set out in the Person Specification, the Post Holder will require the following as a minimum:

Essential:

- Be prepared to undertake the study requirements dictated by the university
- Entry requirements as dictated by the university;

[BEng \(Hons\) Civil Engineering Apprenticeship | University of Portsmouth](#)

Desirable:

- Ability to use Autocad software
- Some experience within a highway or structures design service
- Some experience in dealing with the public and/or public consultation
- Able to demonstrate some knowledge in structural design or construction.

Job role:

- Support the development and delivery of a priority based bridge capital programme.
- Collate project based information and prepare basic data for reports and designs.
- Prepare drawings using CAD.
- Assist with a range of technical duties, including assisting with taking off quantities, surveys and setting out, project development, designs and estimates, contract administration, input to project information and design software and systems and construction.
- Assist with the maintenance and development of the highway structures asset management system.
- Assist with colleagues, contractors and consultants, preparing options appraisals.
- Assist with public and community consultation.
- Assist with meeting required design and safety standards

Travel Requirement

This role will involve the requirement to travel on an irregular basis. The successful candidate will be expected to obtain a driving licence, if not already held, within a reasonable period after appointment.

Other information

The ability to communicate with our customers fluently and accurately in written and spoken English is essential for this role.

There is no requirement for DBS checks for this role.

Context statement prepared by:			
Manager	Simon Arscott	Date	24 th March 2025