Job Outline

**Post**: Graduate Intern - Transport Planning

**Location:** \* Home / Blended Working

**Hours:** 35hours per week

**Duration:** Fixed Term 6 months

**Service:** Infrastructure & Environment

**Grade:** HC4 £19,892 - £22,240 p.a

**Eligibility** In order to apply for this vacancy you must meet the following eligibility criteria**:**

* You must be resident in the Highlands for the duration of the employment period
* You must be under 25 on the date of employment.
* You must have a qualification at HND level or above
* You must be qualified within the last 4 years.

**Contact:** Jane Bridge : Tel – 01463 702965

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\*This post may be home or office-based dependant on current Government guidance. We are reviewing our office accommodation to determine best use, considering staff preferences and their requirements. Work location will remain under review.

**Job Purpose :** Prepare an updated draft Roads and Transport Guidelines for New Developments (RTGND) for publication on the THC web site

**Further Information**

1. This is an exciting opportunity for a graduate to work on a live project, and to gain an in-depth understanding of theTransport Planning function*.* This hands-on learning experience will allow you to develop the skills you need to progress your career. Applications will be considered from individuals with an interest in developing a career in this area and that have graduated with a relevant HND or Degree in civil engineering, geography or transport planning related subject (or equivalent academic qualification with relevant experience in transport planning or civil engineering).

If you meet the eligibility criteria, are motivated and enthusiastic with good organisational then we want to hear from you.

**Employee Benefits**

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

* Flexible working patterns including both full-time and part-time opportunities. We want to accommodate the right candidate for the post and we are able to assist life style choices and other commitments you may have.
* Competitive salary with an incremental scale and annual pay review.
* Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.
* 27 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 32 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.
* Pension Scheme, including employer’s contribution of 19.5%
* A genuine commitment to the health and wellbeing of our employees with access to the Employee Assistance Programme.
* Family Friendly staff policies including Parental Leave.
* Employee discount/reward schemes from major and local retailers.
1. **Job Description – Key Duties and Responsibilities**
* Familiarise themselves with the structure and content of the current RTGND
* Work with officers in the Transport Planning Team to collate changes in guidance that have emerged over the previous 36 months
* Prepare a new draft RTGND for publication on the THC web site (main outcome)
* Support/shadow Transport Planning Officers for development proposals (4 cases)

**Other Duties**

* The post holder may be required to undertake any other duties appropriate to the level of the post
* Duties and responsibilities will vary from time to time.
1. **Person Specification**

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| **ESSENTIAL**In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:* Degree or HND
* Proven ability to plan and successfully complete project orientated tasks within set deadlines.
* Proven ability for self-motivation and working remotely.
* Good verbal communication skills and ability to develop positive working relationships and to work as part of a team.
* Good analytical/ problem solving skills and the ability to research technical topics and to prepare clear and concise written reports with technical content.
* Good IT skills with experience of word processors, spreadsheets (and desirably experience of creating documents for web-based publishing.)
* Awareness of Transport Planning and Civil Engineering policies, design standards, codes of practice.
* Degree in civil engineering, geography, or transport planning related subject (or equivalent academic qualification with relevant experience in transport planning or civil engineering).
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**Health and Safety**

Health & Safety is an integral part of any role within the Highland Council. As such we would expect that all employees:

* Become familiar with Violent Incident and Accident reporting procedures and comply with them.
* Undertake a continual program of Risk Assessment in relation to their role within Highland Council
* Have an understanding of the importance of Health and Safety in the workplace, and familiarise themselves with the Highland Council’s Health & Safety Procedures.

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