

Appendix 1 - Career Grade Structure

Introduction:

The purpose of this document is to set out the Career Grade structure and Learning & Development objectives for the Highways Agreements Technician role. It should be read in conjunction with the Role Profile.

Salary:

Salary will be within Grades L to Q as detailed in the Pay Scales published by the authority each year. Commencing salary will depend upon existing qualifications and experience. The indicative salary at key points of escalation within the matrix are detailed below, based upon the salary scales for 2019 – 20:

Grade	SCP	Salary
L	1	£19,665
M	1	£23,014
N	1	£27,218
Q	Q1	£31,369
Q	Max	£41,494

Progression to the *next* grade is dependent on the Career Grade Engineer satisfactorily achieving the required academic base and demonstrating on the job competency in the objectives specified in the Training and Progression Matrix.

Progression through the spine points *within* each grade will be subject to the Corporate Policy on pay progression.

Minimum Qualifications and Experience:

5 GCSEs at A to C grade, including Maths (A-B); English; Science and IT (or equivalent) plus:

- **Grade L** – *Level 3* Qualifications in a related subject, for example Ordinary National Certificate (ONC) in Civil Engineering or A-Levels in STEM subjects or equivalent, with grades that permit direct access to a Foundation Degree or BTEC Level 3 in Civil Engineering or related subject.
- **Grade M** – *Level 4* Qualifications in a related subject, for example BTEC Level 4 Professional Diploma in Highway Engineering or Higher National Certificate (HNC) in Civil Engineering or related discipline, with grades that permit direct access to a Degree in Civil Engineering or gained the necessary skills, knowledge and experience through a non-academic route because of practical experience in the highways industry.
- **Grade N** – *Level 5* Qualifications in a related subject, for example HND or Foundation Degree in Civil Engineering or related discipline, with grades that permit direct access to a top up degree in Civil Engineering. Alternatively, BTEC Level 4 Professional Diploma in Highway Engineering *and* registration as an Engineering Technician with the Engineering Council UK.
- **Grade Q** – *Level 6* Qualifications or greater in a related subject, for example Ordinary or Master's Degree in Civil Engineering, Highways and Transport Engineering or similar relevant subject. Alternatively registration as an Engineering Technician and gained the necessary skills, knowledge and experience through a non-academic route because of practical experience in the highways industry to deal with major projects without supervision, or Incorporated Engineer or Chartered Engineer with the Engineering Council UK.

Academic Levels 3 – 6 as defined by the current list maintained by the National Careers Service for England.

General Learning Objectives:

The following learning areas will form the basis of the Training and Progression Matrix. This will be based on a combination of key and standard objectives.

- Highway Management and Development
- Design & Construction
- Highway Legislation
- Health and Safety
- Design and key administration processes
- Requirements and knowledge related to design criteria and inspections
- Asset Management
- Administration, Corporate Values and Behaviours

Competency Levels

The Career Grade Engineer must demonstrate to the review panel, the level of competency they claim to have achieved based on the following standard:

- A - Appreciation** - You must appreciate why the Objective is important and why it is done.
- K – Knowledge** - You must have a basic understanding and knowledge of the objective and how it is achieved.
- E – Experience** - You must have achieved the Objective working under supervision.
- B - Ability** - You must have achieved the Objective several times in different situations, having the competence to assist others and to work without supervision.

Training Methods and Timescale:

The training can be achieved through a mixture of academic training; in-house training; on-the-job mentoring; external courses; work shadowing in other teams etc. as appropriate. The Career Grade Engineer will be required to undertake a high degree of responsibility for scheduling their training and experience.

The target time scale for training and progression will vary dependent upon the initial starting point, however promotion from Grade L to Grade Q may be reasonably achieved within 4 - 6 years. Repeated failure to achieve the required standards of performance will be managed through the SBC Capability Policy and Procedure.

The Employer might agree to a request for formal academic training and/or external courses, subject to availability of funding. The Career Grade Engineer will be expected to show a commitment to personal study. Study to attain Level 4, 5 or 6 qualifications will be through part time day release study and will be recorded as a standard 7.4 hour day for time sheet purposes. Associated study, assignments and coursework etc. will be in the Career Grade Engineer's own time. An allowance will be made for examination study leave in accordance with the SBC Policy and Procedures.

Assessment of Progress:

Achievement of the Learning & Development Objectives will be assessed by work based outputs and the demonstration of understanding of the anticipated content via the evidence for each objective.

Where specified, reports are to be written by the Career Grade Engineer to summarise their progress with objectives and to demonstrate understanding and application. Reports should be proportionate to the level claimed with a target length of:

- Appreciation 250 words
- Knowledge 500 words
- Experience 750 words
- Ability 1000 words

Progress will be assessed at 6 monthly intervals, scheduled to coincide with the Corporate Performance Monitoring calendar and be conducted by the Supervising Engineer and another qualified Engineer within the team.

The associated performance appraisal will follow normal SBC appraisal process and will be another mechanism by which progress & performance is monitored and future Learning & development objectives are set.

Pay Scale progression:

In order to qualify for each pay grade, the Career Grade Engineer will be required to attain the requisite academic qualification and experience, and to demonstrate that they have achieved the minimum specified points for competence as recorded in the Training and Progression Matrix:

Minimum requirements for grade				
	L	M	N	Q
Minimum Points required (out of 100)*1	N/A	50*2	70*3	90*4

Notes

- *1 Subject to achieving the requirements set out under minimum qualifications and experience
- *2 Must include demonstrating *knowledge* in each of the key objectives
- *3 Must include demonstrating *experience* in each of the key objectives
- *4 Must include demonstrating *ability* in each of the key objectives

There is no specific order in which objectives are to be achieved as this will allow flexibility within the work place to ensure demands of the service are met.