

PROFESSIONAL PATHWAY

MADE IN KENT

**YOUR APPLICATION
PACK TO AN
EXCITING FUTURE**



**EARN WHILE YOU
LEARN, EXCEL AS
YOU WORK**

**Your Apprentice Trainee Assistant
Project Management Engineer
application pack includes:**

Introduction to Kent County Council
Job description
Recruitment Selection Criteria
Vacancy Timetable
Working for Kent County Council

Apply online: Be an apprentice/Jobs & Careers/ Kent County Council
Closing date **17th July 2026**



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June 2026

APPLICANT INFORMATION PACK

Dear Candidate

Application for the post of Apprentice Trainee Assistant Project Management Engineer

Thank you for your interest in this challenging but rewarding apprenticeship pathway. The successful candidate will be offered a position, ensuring the right skills, experience and knowledge mix exist in the team.

Our Recruitment Process

Use of Artificial Intelligence (AI) during the recruitment process

We welcome the thoughtful use of AI to help you research roles, refine your application and prepare for interviews. However, please make sure everything you submit reflects your own experience and ideas, and that you can discuss examples in your own words. It is not acceptable to copy and paste generic AI-generated responses in your application, nor is it acceptable to use AI to answer questions during an interview or use answers provided by AI for situation-based interview questions.

Step 1 - Application Form

We will consider several factors when assessing your suitability for this role. The first stage is your application form.

If you are interested in this opportunity, please apply as soon as possible as we may close applications before the closing date if we receive a large number of applications from suitability qualified candidates so if there's a programme you're really interested in, do get your application in early to avoid disappointment. We would also encourage you to allow plenty of time to complete your application form as we want to understand what makes you an excellent fit for this role.

Entry Requirements

Please remember to tell us how you meet the entry requirements for the role. **Please note, you must already hold all entry requirements by the programme start date.** Failure to include your qualifications in your Application Form may mean that your application is automatically excluded.

Tailoring your application

When making your application, refer to the **Person Specification** contained in this application pack and use the 'reason for application' to demonstrate how your past experience, knowledge or skills and achievements will transfer to the position you are applying for (please provide examples). Please list your full employment history and explain all gaps in employment. You may also want to use this section to describe why the role appeals to you and how this role fits with your long-term career aspirations. Your application form (and CV if you uploaded one) will be used by the Early Careers Team to decide whether to shortlist you for the next stage of the selection process.

Step 2 – Online Assessment

At this stage, we will ask you to complete an interactive online assessment. The assessment helps us evaluate candidates fairly and equally. The blended assessment is designed to represent a typical working day and consists of Situational Judgement, Applied Numerical Intellect and Applied Verbal Intellect items. The assessment also includes a short video interview consisting of four questions.

Following the assessment, you will be able to download your candidate report. This report is designed to help you identify areas that you're naturally good at and where you may want to focus on developing. It also offers suggestions and hints and tips for how you can grow your future potential. We encourage you to take some time to reflect on your report and use this new understanding to guide your career planning. Your report looks at your responses against four areas known to predict work success based scientific research. We call these four pillars: Applied Intellect, Digital Mindset, Creative Force, and Grit.

Reasonable Adjustments

We believe that every person should have a fair and equal chance to succeed in our assessment process. If you require adjustments in relation to a disability, a neurodiverse condition (e.g. dyslexia), a medical condition or another individual need please let us know so we can understand how you are impacted and put the right support in place for you.

Step 3 - Sifting and Shortlisting

We'll assess your application form against the criteria in the Person Specification and at this stage we will review your video interview too. Please be patient at this stage as our shortlisting team will

be busy reviewing a number of applications and video interview submissions for multiple roles and will update you on your application as soon as they are able to.

Step 4 – Interview

Candidates that are successful following the first sift recruitment exercise will be informed as soon as possible and invited for interview by e-mail. Please note these interviews will be face-to-face and will be held in Maidstone. Please make a diary note of the interview date.

At KCC we use a mixture of role-specific and values-based questions, to ensure that all new graduate recruits have the skills and ability to do the job and the behaviours, attitude and values to be successful in their role. KCC's values can be found [here](#).

Final Outcome

The successful candidates will be contacted as soon as possible after the last interview.

As you have invested your time in applying for a role at Kent County Council, we would encourage you to request feedback, regardless of the outcome, as feedback will be invaluable to you when preparing for future interviews.

Step 5 – Offer

If you are successful, we will make you an offer to join us. Between your offer and your start date our recruiting managers will be in contact with you to let you know everything you need ahead of your first day at KCC. Our graduate team will also be available to offer any support you may need.

Eligibility Criteria for Apprenticeships

Apprenticeship Funding

This apprenticeship pathway consists of an embedded apprenticeship qualification. To be eligible for apprenticeship funding, you'll need to have resided in the UK, the British Overseas Territories, or Crown Dependencies (Channel Islands and Isle of Man) continuously for at least three years prior to the start of the apprenticeship programme.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training in England.

Unfortunately, if you do not meet the above residency requirement, we will be unable to progress your application any further.

Do you accept applications from non-UK citizens?

This apprenticeship pathway consist of an embedded apprenticeship qualification so to be eligible for apprenticeship funding as a non-UK national you will need to:

- Have a valid and eligible residency status and the right to work in England.
- Have been resident in the UK and Islands or British Overseas Territories **for at least the previous three-year period** on the first day of the apprenticeship.
- Your residence in the UK and Islands has not during any part of that period been wholly or mainly for the purpose of receiving full-time education.
- You have permission granted by the UK government to live in the UK and such permission is not for education purposes only.

This is to ensure Kent County Council is compliant with the [apprenticeship funding rules](#). These are the rules employers must follow to get funding for apprenticeship training and assessing apprentices in England.

Further details on Right to Work in the UK can be found on the UK [Visas and Immigration](#) page.

If you have any queries regarding your eligibility for the programme, please contact Alison Brimble – alison.brimble@kent.gov.uk

Introduction to Kent County Council

Visit our website at www.kent.gov.uk

We are the UK's largest local authority, with a workforce in excess of 30,000 people, including maintained schools, serving a population of 1.6 million. We have various offices in central locations and a large number of service establishments throughout Kent; our corporate office is based in Maidstone.

More than two thirds of our workforce provide services directly to the public – such as domiciliary Care Workers, Classroom Assistants, Social Workers, Teachers, and Occupational Therapists etc.

Our annual budget covers a huge range of services. This translates into a host of interesting roles and career paths awaiting those who want to work in a leading- edge public sector organisation.

Aims and Objectives

Our focus is to work as one council to design and deliver a cohesive, modern public service offer for all Kent's residents, businesses and communities. This will bring together change projects consistently across the council and create organisational design opportunities to transform the way we work, including our people, assets, technology, structures and service delivery.

Success in delivering this aspiration will be determined using the following criteria:

- Working beyond the limit of organisational and service boundaries
- Thinking beyond the limit of our statutory powers
- Building capacity to provide sector and system leadership
- Delivering at both strategic and local scale
- Supporting economic security
- Delivering a cohesive service offer
- Flexibly uses its assets as part of public service design and delivery

[Reforming Kent](#) is our top-level council strategy for 2025 to 2028. It sets out the priorities that we will focus on over the next four years to tackle the challenges and make the most of the opportunities that the county is facing. Through delivering these priorities, our aim is to improve life in Kent and build a solid foundation for the county's future success.

Political Arrangements

The County Council has 81 members (Councillors) and elections take place every four years.

The political composition of the County Council is as follows:

Reform UK	47 members
Liberal Democrat	12 Members
Restore Britain	7 Members
Conservative	5 Members
Green Party	5 Members
Independent	3 Members
Labour Group	2 Members

There is a Cabinet of Executive Members which meets regularly to debate policy issues and make key decisions. The cabinet comprises of:

Linden Kemkaran	Leader of Kent County Council
Brian Collins	Deputy Leader of Kent County Council and Cabinet Member for Finance
Peter Osborne	Cabinet Member for Highways and Transport
Chris Hespe	Cabinet Member for Local Government Efficiency (DOLGE) and Local Government Reorganisation
Georgia Foster	Cabinet Member for Adult Social Care
Paul Webb	Cabinet Member for Children's Services
Beverley Fordham	Cabinet Member for Education and Skills
Richard Palmer	Cabinet Member for Communities and Regulatory Services
Jamie Henderson	Cabinet Member for Environment, Coastal Regeneration and Public Health
David Wimble	Cabinet Member for Economic Development and Special Projects

Structure of KCC

The structure of the organisation is as shown [here](#)

The Corporate Management Team consists of ten members. For more information on the Corporate Management Team please click [here](#)

The directorates are as follows:

Growth, Environment and Transport

The Directorate comprises a range of key frontline, strategic, policy and commercial functions, and plays a major role in making Kent a better place to live, work and visit. The services provided, and the future the directorate helps to shape, affects every household in Kent. This includes strategic responsibility for the future of the county in terms of planning, economic development, transport policy, and major transport improvement schemes, waste disposal and recycling services. In addition, GET manages country parks; libraries; and delivers enforcement services including trading standards, community safety and emergency planning.

Responsible for services that include:

Highways, Transportation & Waste, Regulatory Services, Economic Development, Community Safety & Emergency Planning, Libraries, Registration & Archives, Sport & Country Parks, Arts including Kent Film Office, Development Planning, Planning Applications, North Downs Areas of Outstanding Natural Beauty, Flood Risk & Environment, Sustainability & Climate Change and Heritage Conservation

Adult Social Care and Health

The Directorate commissions and provides a range of services to improve outcomes for older and vulnerable adults, including those with mental health issues or disabilities, and their families. The Directorate supports vulnerable adults to live independently by promoting their wellbeing and supporting their independence. Services for adult mental health and learning disability already work in integrated teams with NHS colleagues and as a key partner in the Kent and Medway STP we are developing multi-disciplinary teams within communities to support local care.

Responsible for services that include:

Adults Central Referral Unit, Adult Community Teams, Safeguarding and quality, Kent Enablement at Home, Sensory and Autistic Spectrum Conditions Service, Integrated/Registered Care Centres, Day Centres, Community Learning Disability Teams, In-House Provision and Mental Health Services.

Children, Young People and Education

This Directorate combines and integrates the statutory responsibilities of Specialist Children's Services together with Education services and the targeted and universal services for children and young people within Early Help and Preventative Services. There is a strong focus on alignment of resources to help ensure achievement of one of the key County Council strategic outcomes: 'Every child and young person in Kent gets the best start in life'. To improve outcomes for children and young people, services within the Directorate are working together with relevant partners to deliver the vision set out in the Children and Young People's Services Integration Programme.

Responsible for services that include:

Children's Social Care, Adoption & Fostering, Standards & School Improvement, Skills & Employability, Early Years and Childcare, Provision Planning, Fair Access, Educational Psychology, SEN Assessment & Placement, Youth Justice, Outdoor Education Centres, Children's Centres and Youth Hubs, Inclusion & Attendance, Early Intervention and Community Learning & Skills and Disabled Children and Young People Teams.

Chief Executive's and Deputy Chief Executive's Department (Amanda Beer, Chief Executive and Benjamin Watts, Deputy Chief Executive)

Responsible for services that include:

- Strategy, Policy, Relationships and Corporate Assurance
- Finance
- Governance, Law and Democracy
- Commercial and Procurement
- Infrastructure
 - Health and Safety
- Technology
- HR/OD (People)
- Marketing and Resident Experience
- Strategic Reset Programme Team
- Public Health

Kent County Council

Job Description: Apprentice Trainee Assistant Project Management Engineer

Directorate:	Growth, Environment & Transport
Unit/Section:	Highways & Transportation / Major Capital Programme Team
Location:	Maidstone/Hybrid
Grade:	KSA while undertaking the degree apprenticeship. KSF on successful completion of the degree apprenticeship.
Responsible to:	Senior Programme Delivery Manager

Purpose of the Job:

The role will have a strong emphasis on personal and professional development and will include the opportunity to achieve Incorporated Engineer (IEng) whilst being employed in an engineering role within the Major Capital Programme Team (MCPT), delivering large scale highway infrastructure.

As the apprenticeship progresses, the postholder will support the delivery of the Programme of large (over £1m) highway infrastructure schemes necessary to facilitate the required growth within the County.

Develop the necessary skills and knowledge to be a Trainee Assistant Project Management Engineer through academic learning via the Civil Engineer Degree Apprenticeship (L6), whilst working with the Senior Programme Delivery Manager in the management, monitoring and delivery of the Major Capital Programme through feasibility, planning, design, consultation, construction and post construction phases. Undertake workplace learning to develop a broad range of skills to meet the requirements of the Service and the practical requirements of the apprenticeship. Completion of the end point assessment of the apprenticeship will provide eligibility for Chartered Membership of the Institution of Civil Engineers (ICE).

Main duties and responsibilities:

1. Under the direction and guidance of supervisors, assist in the delivery of major highway engineering projects above £1m from concept to post construction, by applying project, team and quality management principles and techniques to effectively identify, organise and manage resources and budgets.
2. Under the direction and guidance of supervisors assist with the selection of the preferred design option for major highway schemes, through the identification, selection, review and evaluation of data and technical information, and the use of a range of appropriate engineering analytical methods (for example traffic modelling), techniques, processes, and technologies.
3. Under the direction and guidance of supervisors, and alongside the apprenticeship learning, develop the engineering skills required to act as an intelligent client when reviewing highway designs by consultants, to ensure the most effective civil engineering solution is progressed that meets engineering specifications, industry codes of practice, regulations, standards, and procedures, as well as environmental policies and legislation.
4. Under the direction and guidance of supervisors, identify, evaluate and mitigate risks associated with the delivery of major highway infrastructure schemes, ensuring that appropriate risk registers are in place and regularly reviewed.
5. Under the direction and guidance of supervisors, communicate and liaise effectively with internal and external stakeholders, and assist with providing high-quality customer service and ensure prompt investigation and response to complaints and queries raised by staff, customers and Members, including those received through the dedicated scheme email inboxes, ensuring compliance with security of data and confidentiality (GDPR).
6. Under the direction and guidance of supervisors, ensure compliance with Health and Safety legislation, including the Health and Safety at Work Act 1974 and the Construction (Design and Management) regulations. Complete appropriate training as directed and ensure that the knowledge is applied to ensure and improve safe systems of work.
7. Engage with managers, supervisors and colleagues, and the education provider during the apprenticeship to undertake the required learning in order to translate theory into practice. Take ownership of learning and development throughout the apprenticeship through the use of reflective supervision and other learning opportunities.
8. Complete taught modules (including taught classroom-based modules and work based learning modules), assignments and assessments, including the gateway and end point assessment as required in order to complete the apprenticeship programme.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Apprentice Trainee Assistant Project Management Engineer

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

Please note the qualifications required are based on the entry requirements for the Civil Engineer Degree apprenticeship.

As part of this Apprenticeship Pathway there is a requirement to undertake a Civil Engineer Level 6 Apprenticeship therefore, we are unable to accept applications from those with an equivalent/higher level qualification in a related area.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">▪ A Level BBC - Must include Mathematics and preferably a Science in either Chemistry or Physics (UCAS points: 112), or▪ T-level (Merit or above) in Construction: Design, Surveying And Planning. (UCAS points: 120), or▪ BTEC Level 3 Extended Diploma DDM in an Engineering subject area, with a minimum of merit in Mathematics and Further Mathematics. (UCAS points: 128), or▪ BTEC Level 3 National Diploma D*D* in an Engineering subject area, with a minimum of merit in Mathematics and Further Mathematics. (UCAS points: 112), or▪ Civil Engineering Technician level 3 apprenticeship DD (UCAS points: 96) alongside grade Pass or Distinction at EPA <p>Plus</p> <ul style="list-style-type: none">▪ Applicants must hold 5 GCSEs A-C including Maths and English or equivalent (reformed GCSEs grade 4 or above).
EXPERIENCE	<ul style="list-style-type: none">▪ Experience of working in a team (in an academic or work environment) and the ability to build effective working relationships.

SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ An ability and commitment to learning and career progression throughout the apprenticeship period, in order to reach Incorporated Engineer status. ▪ Good written, oral and presentation skills. ▪ Strong organisational skills. ▪ Self-motivated and able to work independently. ▪ Good IT skills. ▪ Good negotiation and inter-personal skills. ▪ Able to apply learning and experience to solve problems. ▪ Thinks innovatively and brings fresh perspective into the organisation. <p>Demonstrates attention to detail and able to consider the bigger picture.</p>
KNOWLEDGE	<ul style="list-style-type: none"> ▪ A basic understanding of working for a local authority would be an advantage. ▪ An interest and awareness of highway infrastructure would be an advantage. ▪ Appreciation of the principles of Project Management. ▪ Understanding of how to use IT applications and knowledge of Microsoft Office, including Outlook, Word, PowerPoint and Excel. ▪ Awareness of the importance of confidentiality and data ▪ Good standard of numeracy.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> ▪ We are brave. We do the right thing, we accept and offer challenge. ▪ We are curious to innovate and improve. ▪ We are compassionate, understanding and respectful to all. ▪ We are strong together by sharing knowledge. ▪ We are all responsible for the difference we make. <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile.</p> <p>Curious - constantly learning and evolving.</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all.</p> <p>Working Together - building and delivering for the best interests</p>

	<p>of Kent.</p> <p>Empowering - Our people take accountability for their decisions and actions.</p> <p>Externally Focused - Residents, families and communities at the heart of decision making.</p> <p>(If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)</p>
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Apprentice Assistant Project Management Engineer role – An Overview

What's Involved

This new and exciting Degree Apprenticeship role will have a strong emphasis on personal and professional development and will include the opportunity to achieve Incorporated Engineer (IEng) whilst being employed in an engineering role within the Major Capital Programme Team (MCPT), delivering large scale highway infrastructure.

As the apprenticeship progresses, the postholder will support the delivery of the Programme of large (over £1m) highway infrastructure schemes necessary to facilitate the required growth within the County.

The successful candidate will develop the necessary skills and knowledge to be a Trainee Assistant Project Management Engineer through academic learning via the [Civil Engineer Degree Apprenticeship \(L6\)](#), whilst working with the Senior Programme Delivery Manager in the management, monitoring and delivery of the Major Capital Programme through feasibility, planning, design, consultation, construction and post construction phases. You will also undertake workplace learning to develop a broad range of skills to meet the requirements of the service and the practical requirements of the apprenticeship. Completion of the end point assessment of the apprenticeship will provide eligibility for Chartered Membership of the Institution of Civil Engineers (ICE).

Salary

You will receive a starting salary of £20,007 per annum. Upon successful completion of the probation period, your salary will increase to £26,168 per annum.

Location

Our main offices are in Maidstone, but travel may be required to other offices and locations around Kent.

We are currently operating hybrid working giving the flexibility for individuals to work from home or in one of our reconfigured office buildings. We will support you to work in a hybrid way, with the necessary induction, management and equipment.

Training and Development

The job provides you with invaluable on-the-job experience of working within the public sector and offers extensive training and development opportunities you won't find elsewhere.

Whilst on the programme, you will be provided with the right support to help you achieve the Civil Engineer apprenticeship (Level 6). We will commit to your continuing professional development and will support you in your training and as you develop your management skills and knowledge.

Entry Requirements

- A Levels (BBC), including Mathematics (science preferred)
- T-Level in Construction (Merit or above)
- BTEC Level 3 in Engineering
- Civil Engineering Technician Level 3 Apprenticeship

Plus:

- 5 GCSEs (Grade 4/C or above), including Maths and English

Working for Kent County Council

Salary and Notice

This post is offered as a permanent contract.

The appointment will be subject to 1 months' notice.

KCC pays salaries to bank accounts on the 25th of the month unless this falls on a weekend or public holiday.

Terms and Conditions

The appointment is subject to the terms and conditions contained within the Kent Scheme of Conditions of Service.

You will receive 214 hours and 36 minutes of annual leave (equivalent to 29 days). You will also receive paid time off for public holidays plus a concessionary day at Christmas.

Pensions

The post holder will have the choice of contributing to the Local Government Pension Scheme (LGPS). Further details will be available for the successful applicant.

Whole Time Employment

The person appointed will be required to devote their whole-time service to the work of Kent County Council and should not engage in any other business without the express consent of the County Council.

Health and Safety Policy

The County Council recognises and accepts its responsibility as an employer, and will take positive action to ensure the health, safety and welfare of all employees and other persons who may be affected by its operations, by providing safe working conditions and a healthy and safe working environment.

Sickness Provision

Our sickness benefit scheme exceeds statutory requirements. Actual paid absence depends on how long you have worked for KCC and the circumstances of your absence. For example, after 6 years' service your benefit would be 6 months full pay and 6 months half pay.

Training and Development

KCC is committed to supporting staff to reach their full potential through annual appraisal and personal development plans, enhanced by a range of career development opportunities.

Green Travel

Our Green Travel Plan is exploring alternative modes of transport to improve travel choice and reduce congestion and pollution. This includes:

- Car sharing and emergency taxi home.
- Discounted fares, free tickets, trip planning and improved travel information.
- Pool car and bikes

Other benefits

KCC offers a range of family friendly policies including:

- A generous maternity scheme
- Emergency leave
- Parental leave
- Special leave
- Help Fund – all employees have the opportunity both to pay into the fund and to apply for help from it when experiencing financial hardship
- An in-house confidential counselling service and Occupational Health Service
- Kent Rewards - discounts at over 1,200 retailers ranging from reduced rates at Health Clubs to house and car insurance to holidays

Living in Kent

With great schools, vibrant cities, golden beaches and stunning countryside Kent has lots to offer you. Find out more about [locations in Kent](#).

Vacancy Timetable

Closing Date for Receipt of Applications: Friday 17th July 2026

Candidates will be invited to complete a first sift activity: Monday 20th July – Friday 24th July 2026

Final Stage Interviews: Wednesday 12th August 2026

Start Date: August 2026