

Role profile

Job title:	Apprentice Electrical Engineer
Grade:	Apprenticeship Grade (level 1 or 2)
Discipline:	Building Services Engineering

Role purpose:

The Apprentice Electrical Engineer will be responsible for carrying out a range of functions relating to the design and surveying of electrical installations in buildings under the direction and supervision of the relevant manager and other electrical project leads. The Apprentice will undertake development activities and formal training with the aim of becoming an Electrical Engineer.

Accountabilities:

- 1) Prepare calculations, design AutoCAD or Revit drawings and specifications for Electrical Building Services related installations.
- 2) Design electrical services for public and commercial buildings providing technical appraisals and feasibility reports with cost estimates. Assist in the production of tender documentation in accordance with professional standards.
- 3) Responsible for the coordination of the design of electrical building services with other disciplines and the building layout.
- 4) Support designs within programme targets, fee costs and budget limitations.
- 5) Help produce technical briefs and contract documentation in accordance with the client's needs and requirements.
- 6) Coordinate single discipline schemes and assist in the contract administration duties from commission to completion, including contractor payments and final account agreement.
- 7) Fee earning as set by line manager and contribute to the achievement of business plan objectives and targets.
- 8) Carry out duties appropriate to the grade of the post, including occasional travel to other offices and sites as required.
- 9) Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards.
- 10) Demonstrate personal commitment to the Norse Way CSR strategy.

Qualifications:

- 1) Holds a current site card or is prepared to immediately attain – Essential
- 2) 5 GCSE's Grade A-C including Maths and English – Essential
- 3) A level's or HNC/HND or equivalent in a related discipline – desirable (essential for degree apprenticeship)

Skills and knowledge:

- 1) Proficient in the use of Microsoft Office Suite – Essential
- 2) Good numeracy and analytical skills – Essential
- 3) Experience in a similar or related role - Desirable
- 4) Familiar with relevant construction, health and safety legislation and risks and hazards associated with asbestos – Desirable

Competencies:


Improving for excellence	Level 1	Commercial focus	Level 1
Drive for results	Level 1	Customer focus	Level 1
Effective decision making	Level 1	Managing positive relationships	Level 1

General:

Role Profiles are a reflection of the character and work priorities at a given point in time and it will be subject to regular review.

It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.

The individual is required at all times to comply with the provisions of the Data Protection Act 1998 and with any policy introduced by the Company to comply with the Act.

Creation date: 26 th October 2016	
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This role profile has been reviewed and validated by the Group Director – Human Resources.
Last modified: 04 April 19

