Role definition

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| Job title: | **Electrical, Controls & Instrumentation (E, C & I) Apprentice** |
| Reports to: | CAD Team Lead (Configuration & Critical Assets) |
| Direct reports: |  |
| Business unit: | Baker Hicks Limited | Location: | Reading |

Summary

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| Baker Hicks provide an outsourced managed service for Built Environment (CAD), Measured Survey (Geomatics), Document Control and E, C & I Verification.A member of the Baker Hicks Managed Services Team reporting to and supporting the Engineering Verification Lead. Responsibility for providing support into production and maintenance of configured drawings/schematics of Critical Assets through system & information analysis, survey & verification. |

Key objectives

Principal responsibilities and accountabilities

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| * Provide support to the current E, C & I Team for Configuration & Critical Assets.
* Assist in the review of existing data and information against client standards & requirements and identify missing information and/or non-compliance.
* Assist in point to point surveys of existing E, C & I installations a record/mark up drawings & schedules for updates.
* Work to clients’ specifications and standards.
* Understand and apply own responsibilities with regard to the Company’s Environment, Health, Safety, Security, Quality Standards & SSOW
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Person specification

Qualifications and training

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| * Educated to GCSE standard or perhaps already undertaking an Apprenticeship or A Level/ONC/HNC in an E, C & I related area such as Electrical Engineering.
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Technical skills and experience

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| **Knowledge & Experience:** * Interest in electrical control systems such as switchgear & instrumentation with potentially some site experience, whether through a work placement or project.
* Understanding of schematics and associated drawings
* Methodical, organised and systematic in your approach
* Keen to learn or develop your existing skills and further your career within an established team.

**Skills:** * Good interpersonal and communication skills
* Good time and people management skills
* Good analytical and problem solving skills
* IT proficient, requiring ability to effectively operate the Microsoft Office Suite & Autocad a preference
* Attention to detail with pride in output quality and presentation

**Behaviours:** * Clear, concise and unambiguous exchange of information with others.
* Proactive and motivational with ability to work under direction initially but developing a sense of self-reliance but knowing when to seek support/advice/guidance. Good interpersonal and communication skills to ensure effective communication to all levels to both internal and external personnel
* Able to challenge and question appropriately.
* Professional in dealing with clients and customers
* Proven interpersonal, communication and organisational skills

**Special Requirements:*** Nationality: UK Nationals only (no dual citizenship)
* Must be willing to complete security clearance, potentially up to DV level.
* To be fit and able to work on a nuclear licensed site
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