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. |

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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