

Job Title:	Degree Apprentice Building Services Engineer
Team/Service:	Property Services / Electrical Engineers
Responsible To (Day to Day):	Senior Electrical Engineer
Accountable to (Line Manager)	Senior Electrical Engineer
Salary/Grade:	£19,000 per annum

1. Key Purpose of Job

- 1.1. To assist in the delivery and programme of works undertaken by the Electrical Engineers team.
- 1.2. To learn the role of the Electrical Engineer in a work-based environment and learn about the design office environment, properties, plant rooms and the construction industry in order to proceed on a 5-year degree apprenticeship to Incorporated Engineer status with the Chartered Institution of Building Services Engineers.
- 1.3. To attend university on a day release course and undertake independent study to learn about low/zero carbon building services, thermal performance and energy management, heating and cooling, lighting design and electrical services, water and public health.

2. Anticipated Outcomes of Post

- 2.1. To become a technically creative and competent graduate with the skills to succeed in a highly competitive industry.
- 2.2. To assist in the provision of electrical engineering services on a range of projects undertaken by the electrical engineering team and to learn about working in an office environment.
- 2.3. Achievement of a CIBSE accredited building services engineering degree as detailed in an apprentice agreement on the way to Incorporated Engineer status.
- 2.4. Work towards having the ability to visit sites independently to undertake site inspections and record details on asset data etc.

3. Key Duties and accountabilities of the post

- 3.1. Learn aspects of the electrical engineer duties and activities listed below with appropriate support from line management.
- 3.2. Learn a range of processes to assist in the project management of capital projects effectively and efficiently.
- 3.3. Learn a range of computerised systems and get support to use basic computer -aided design and modelling software.
- 3.4. Learn aspects of document and data management systems
- 3.5. Work flexibly as part of a team.
- 3.6. Undertake study towards achievement of an electrical/building services engineering degree.
- 3.7. Liaison with internal and external stakeholders including designers, project managers, contractors and clients.

4. Give examples of the typical types of problems and decisions the post will be required to make

- 4.1. The post holder works as part of a team supporting a large office and a wide breadth of services. The post holder will learn how information is recorded accurately and communicated in a timely manner to enable officers to take appropriate action.
- 4.2. The post holder will learn to deal with a wide range of engineering and office administration tasks, finding out about low/zero carbon building services, thermal performance and energy management, heating and cooling, lighting design and electrical services exhibiting time management skills and prioritisation of tasks.
- 4.3. The post holder will learn the use of specific procedures relevant to the electrical engineering profession and TDA generally

5. Supervision / Line Management Responsibilities of the post

- 5.1. None

6. Working Environment & Conditions of the post

- 6.1. Office environment
- 6.2. One Day per Week at University Campus, (or other nominated training provider) as part of a day release apprenticeship programme, during university term time. The postholder will be able to claim travel expenses, in line with usual company policy for a visit away from the office. Travel may consist of driving, carsharing, or public transport.
- 6.3. Some Site Based Work

7. Physical Demands of the post

- 7.1. The post holder will generally be required to have normal physical effort.
- 7.2. Ability to walk around a school site or construction site unaided for regular site visits and have the ability on occasions to climb ladders or work at height, e.g., use scaffolding.

8. Key Contacts and Relationships

- 8.1. **External (Client)**- Torbay Council, non-Torbay Council clients including other Local Authorities, Health Care Trusts and School Academy Trusts,
- 8.2. **External (Project Team)**- Consultants and other Contractors associated with the project,
- 8.3. **External (University)** University Training Providers, Lecturers, Other Students,
- 8.4. **Internal** - TDA colleagues at all levels of the organisation,
- 8.5. **Internal - TDA Apprentice, Undergraduate & Graduate Group** – Be supported and involved in any extracurricular events that the Apprentice & Graduate Group may arrange

9. Other Duties

- 9.1. To undertake additional duties as required, commensurate with the level of the job.
- 9.2. To undertake study away from working hours to ensure that coursework, exam preparations & other university commitments are maintained to ensure quality exam results.

Additional Information:

- a) TDA is a trading name of Torbay Economic Development Company Ltd which is a company controlled by the Council of the Borough of Torbay.
- b) This post is based at Tor Hill House but the post holder may be required to move their base to any other location within the TDA at a future date.
- c) This post is eligible for hybrid working
- d) Successful applicants would be expected to complete a Criminal Records Self Declaration Form. Criminal convictions will only be taken into account when they are relevant to the post. You will only be asked to disclose 'unspent' convictions.
- e) A criminal record check (disclosure) from the DBS is required for this post and will be undertaken before appointment is confirmed.
- f) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- g) All staff must be committed to demonstrating TDAs core values of Respect, Integrity Adaptability and Empowerment.
- h) If you are required to use your own vehicle on TDA business or drive a TDA vehicle you will be asked to provide information on any driving endorsements
- i) The post-holder is expected to familiarise themselves with and adhere to all relevant TDA Policies and Procedures.

Person Specification

Job Title: Degree Apprentice Building services engineer	Team: Property Services
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Essential Skills and Effectiveness:	Desirable Skills and Effectiveness:
<ol style="list-style-type: none"> 1. Effective communication skills 2. Ability to effectively work to competing deadlines. 3. Ability to effectively work as part of a team. 4. Ability to use computerised systems. 5. Accuracy and attention to detail. 6. Willingness to achieve a recognised quantity surveying qualification. 7. Ability to use office equipment. 8. Ability to work on own initiative. 9. Exceptional organisational skills 	<ol style="list-style-type: none"> 1. Ability to follow procedures.

Essential Knowledge:	Desirable Knowledge:
<ol style="list-style-type: none"> 10. Knowledge of Microsoft applications (Word, Excel, Outlook, PowerPoint, Teams, Windows Operating Systems) 	

Essential Experience/Achievements:	Desirable Experience/Achievements:
<ol style="list-style-type: none"> 11. Experience working as part of a team. 12. Experience of managing conflicting deadlines 	<ol style="list-style-type: none"> 2. Practical application in the Construction Industry 3. Previous work experience (any field) 4. Previous track record of volunteering 5. Duke of Edinburgh Award (Bronze, Silver, or Gold)

Essential Qualifications/Professional Memberships:	Desirable Qualifications/Professional Memberships:

13. The course pre-requisites can be found on UWE Bristol's website for the course BEng (Hons) 'Building Services Engineering' (Course Code HK10)

6. For results to exceed the minimum tariff points required.
7. A Valid UK Driving Licence

Essential – Other requirements of the job role:

- Ability to travel around Torbay in order to carry out duties e.g. site visits, as required.
- Ability to accommodate extended travelling hours, on occasions, as a result of travelling to university etc (Time on campus could vary from 08:00 – 18:00), with travel to UWE's facility, in addition.
- To carry out self-study in order to work towards the degree outside of working hours to meet university deadlines