

GRADUATE APPRENTICE DESIGN TECHNICIAN				Purpose
Reference No:	A4797			To assist in providing a design and contract administration service relating to a wide and varied nature of discipline specific design (confirmed in position advert). Work shall be carried out in accordance with statute prescribed standards and the policies of the Council: such service to be delivered with an emphasis on service delivery, quality and competitiveness.
Service:	Property Services			
Job Family:	Planning, Property and Assessors	Grade:	FC4 – FC7	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Stage 1 – FC4 (typically 1 year) Assisting with Site Inspections and Surveys. Assisting with the preparation of contract drawings and specification, as part of a team on small and medium sized contracts. Communicating with other in-house, professional and technical staff. Assisting other members of the design team in the liaison process with statutory bodies as required. Assisting other members of the design team in undertaking research duties. Accept supervision/instruction from senior team members.	Educated to SCQF Level 7 HNC or SCQF Level 8 HND in an appropriate discipline, which allows entry to a Degree qualification Willingness to undergo training and a course of study relevant to the job such as a BSc or BEng Degree. Commitment to personal development. Ability to work with complex figures and undertake calculations. Skills in operating standard computer packages such as Microsoft Office	✓ ✓ ✓ ✓ ✓	

	Ability to learn specialist software packages.	✓	
	Ability to perform basic tasks using 2D and 3D Design software such as AutoCad, IES, Revit and Revit MEP. Knowledge of Building Information Modelling (BIM) software.	✓	
	Accuracy in work and attention to detail.	✓	
	High standard of literacy skills to produce basic written reports and understand written instructions.	✓	
	Good written and oral communication.	✓	
	Ability to work as part of a team.	✓	

<p>Stage 2 – FC5 (typically 1 year)</p> <p>Assisting with the preparation of contract drawings and specification as part of a team on large complex projects. Prepare drawings and specification for small non-complex projects nature unassisted, contribute to site meetings.</p> <p>Communicating with other professional and technical staff, either in-house, or externally to the Council.</p> <p>Liaising with statutory bodies as required.</p> <p>Under supervision, working as either consultant to Contract Administrator, or acting as Contract Administrator on individual contracts, controlling all matters including contractual, design, specification, sub-contractors, suppliers, certification, and expenditure of monies.</p>	<p>Continue to undergo training and a course of study relevant to the job started in stage 1.</p> <p>Under supervision, ability to use 2D and 3D Design software such as AutoCad, IES, Revit and Revit MEP. Knowledge of Building Information Modelling (BIM) software.</p> <p>All stage 1 skills, knowledge and experience are also applicable to stage 2.</p> <p>Hold a valid UK drivers' licence.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
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<p>Stage 3 – FC6 (typically 1 year)</p> <p>Assist the Contract Administrator, or work as consultant to Lead Designer/Contract Administrator on contracts determined to be of a suitable scale and complexity.</p> <p>Preparing contract drawings and specification on a range of projects individually or as part of a team.</p> <p>Develop in undertaking duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant.</p> <p>Effectively communicate with other professional and technical staff, either in-house, or externally to the Council.</p> <p>Liaising with statutory bodies as required.</p>	<p>All stage 1 and 2 skills, knowledge and experience are also applicable to stage 3.</p> <p>Experience working with statutory bodies and submitting applications.</p> <p>Experience of working with other professional disciplines.</p> <p>Proficient in the use of 2D and 3D Design software such as AutoCad, IES, Revit and Revit MEP. Knowledge of Building Information Modelling (BIM) software.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Stage 4 – FC7 (typically 1 year)</p> <p>Work as Contract Administrator, or work as consultant to Lead Designer/Contract Administrator on contracts determined to be of a suitable scale and complexity.</p> <p>Assist in controlling all contractual matters including design, specification, nomination of Sub-Contractors and Suppliers, certification and expenditure of monies, working as part of a team on small, non-complex projects.</p>	<p>All stage 1, 2 and 3 skills, knowledge and experience are also applicable to stage 4.</p> <p>Experience in the application of commonly used British and European guidance standards and the CDM Regulations (or equivalent).</p> <p>Ability to progress project work from inception to completion on own initiative.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

<p>Comply with relevant legislation, regulations and the Council's and Property Service's policies on Health and Safety and codes of practice.</p> <p>Undertake duties including site surveying, site inspections, design and working drawings, specifications, bills of quantities, contract documents, design calculations, assessment and reporting on existing facilities and plant, technical and contract administrator's duties as appropriate.</p>	<p>Ability to work in a multi-disciplinary team, preparing of contract drawings and specifications on varied contracts.</p> <p>Experience working with statutory bodies and submitting applications.</p>	<p>✓</p> <p>✓</p>	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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A Graduate Apprenticeship is a work-based training program that leads to an industry approved qualification. As part of this job role the post holder will be expected to attend college or university part time in order to undertake a recognised and approved course of study, achieving a Degree in an appropriate Discipline.	Skills, Knowledge and Experience from Stage 1, 2, 3 and 4 apply	✓	
Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required			
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.			

Additional Information – the following information is available:
<ul style="list-style-type: none">• Skills Framework (if applicable)• How we work matters

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Expected Behaviours
<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>

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