

Role Profile

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| **Role Title** | Technical Engineering Apprentice |
| **Business group and team** | Engineering & Operations (E&O) |
| **Job Purpose Overview** | SGS’s Technical Apprenticeship scheme is a 39 month programme combining formal academic training at a local college, with hands-on practical experience. The role involves working across a wide range of disciplines with colleagues in the Technical Installations, Counter Eavesdropping, Regional Technical Support and Innovation & Design areas of FCOS. It is expected that some overseas travel will be involved with this role.The successful candidate will spend first 9 months studying at Milton Keynes College on a block release programme apprentices. During year 2 and 3 apprentices will work in the business gaining experience of the different engineering areas by participating in revenue generating work in the UK and overseas. Supplementary training on FCO Services’ specific products and other bespoke training will also be provided. The jobholder will be required to obtain SC clearance before taking up duties and DV clearance before the end of their apprenticeship |
| **Organisational position** | *Insert organisational chart or give brief description of where the role sits in the organisation. (To comply with our* *security rules, only provide the name of the job).* |
| E&O, Apprentice |
|  |  |
| **Date Updated** | 12/02/21 | **Updated By** | R D |
| **Current / Applied Grade** | **Apprentice** | **Job evaluation date** |  | **Confirmed grade** |  |
| **Level of Security Clearance** | SCDV |  | SC |
| **Job RESponsibilities** |
| * Contribution to organisational financial targets and KPI’s.
* Work as part of a team to ensure work is delivered on time and to cost.
* Understand how own role contributes to overall achievement of organisational objectives.
* Work effectively as part of a team to ensure work is delivered to defined standards.
* Behave in a professional and courteous manner.
* Demonstrate an understanding of our customers and their requirements.
* Gain broad understanding of FCDO Services.
* Adhere to appropriate H&S policies
* Assist team leaders in the production and procurement of bill of materials.
* Assist team leaders/member in production of technical documentation
* Adhere to FCDO/FCDO Services security policies
* Undertake studies at Milton Keynes and complete level 3 Engineering Technician Advanced Apprenticeship.
* Completion of all learning elements of apprenticeship by the end of training period.
* Evidence learning and continual improvement.
* Engage in activities to promote FCDO Services apprenticeship scheme.

Continual professional development. |
| **Knowledge and Key Skills**  |
| *Essential:** Hold a minimum of 4 GCSEs (or equivalent e.g. O levels) grade 9-4 (A\*- C) Including Maths, English and Science, or equivalent or a technical based subject such as engineering or product design.
* IT & Microsoft Office literacy.
* Understanding of basic electronic/electrical theory.
* Experience of using basic engineering hand tools e.g. drills, saws, files etc
* Effective written and oral communication skills.
* Interest in overseas travel
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| *Desirable:** GCSE Grade 4 or above (or equivalent) in Engineering
* Experience of CAD
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| **Core Behaviours**  |
| *Top three for job:** **Managing a Quality Service**
* **Working Together**
* **Developing Self and Others**
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| **Critical Success Factors** |
| *Success measured and evidenced by:** Formal feedback from college, team leaders and customers.
* Successful completion of apprenticeship modules and End Point Assessment, training courses and work-based projects.
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| **Budget Responsibility?**  N | **If YES, how much:** £ per annum | **If NO can they authorise payments?** Y/N |
| **Reports to:** **(Role Title and Grade)** | E&O Apprentice Manager |
| **Direct Reports:****(Number and grades of staff)** | None |