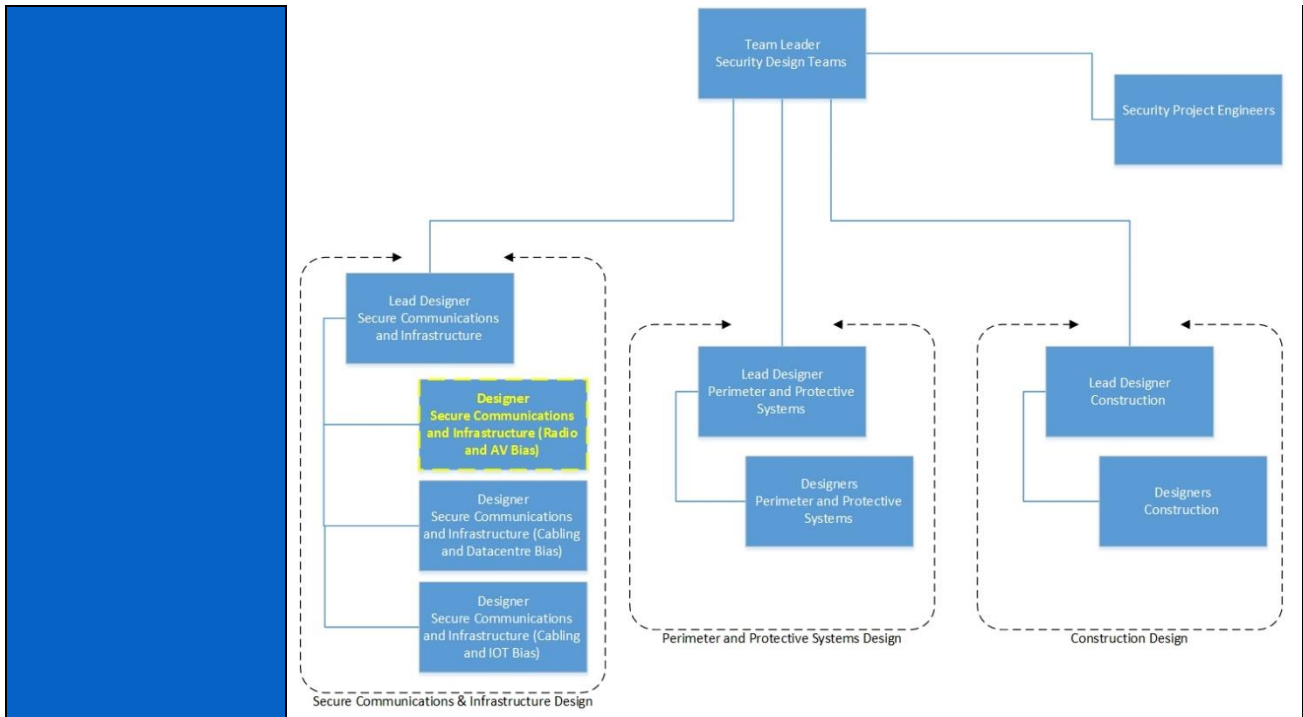




Role Profile

Role Title	Secure Communications & Infrastructure Designer (Radio & Satellite)
Business group and team	Engineering and Operations- Professional Services Centre
Job Purpose Overview	<p>The Secure Communications & Infrastructure Designer provides technical engineering expertise to clients of FCDO Services and to other areas of the business internally.</p> <p>The role holder will act as a subject matter expert for radio and satellite communications systems, and will additionally be required to act as the design authority for the 'Secview' video conferencing product until its service life ends in 2022. Following the decommissioning of the Secview product, Additionally, This role will take a lead in Audio/Visual (AV) systems, and some previous experience of AV systems would be beneficial but is not essential and full training will be provided if necessary. Promoting the new AV expertise to enhance FCDO Services projects will be an essential part of the incumbent's role.</p> <p>The role holder will be responsible for providing designs, quality assurance and technical advice for Radio & Satellite Communications and AV systems. Working in the design team, the role holder will progress projects through the RIBA design stages and provide technical support through delivery and commissioning, visiting sites as required. The role holder will work on projects of varying sizes and complexity, both of a single and multi-discipline nature. The role carries a requirement to act as Principle Designer for projects in which the role holder's specialisms represent the largest proportion of the work.</p> <p>The role holder will be required to assist in the wider Secure Communications Design team when not fully utilised by work which falls in to their own specialism, and a knowledge of data cabling is essential to this.</p> <p>The role will support the Lead Designer for Secure Communications and Infrastructure and the Head of the Professional Services Centre to develop and drive continuous improvement in compliance with The Construction Design & Management (CDM) Regulations 2015, internal design processes, FCDO Services installation standards, technical assurance and accreditation.</p> <p>There may be an opportunity for occasional travel in this role to perform surveys and quality assurance tasks both in the UK and Overseas. These visits will generally be up to one week in length.</p> <p>The design engineer must be familiar with Digital radio and satellite technologies and possess a general understanding of IT networks, and structured cabling systems. Additional experience across other aspects of security systems would be beneficial.</p>
Organisational position	<i>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).</i>



Date Updated	04/11/21		Updated By	K Smith	
Current / Applied Grade	TPB5		Job evaluation date	Confirmed grade	
Level of Security Clearance	SC	DV	DV		

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Produce detailed system designs for FCDO Services' projects up to Stage 4 (detailed design) as required. Provide technical advice and support from initial enquiry through to on site delivery including FCDO Services support documentation.
- Produce contractor tender specifications, attend and present designs at bidders days and complete bid evaluations
- Undertake peer reviews and provide support to ensure that standards and processes are followed.
- Review technical design details in a consultancy capacity for a number of clients including FCDO, Partners across Government (PAG) and other foreign governments.
- Close liaison with our in house Secure Technical Services Officers, Technical Works Officers, Architects, Mechanical & Electrical and Structural engineers as well as Project Managers as necessary to cover all aspects of design with relevant consideration for co-ordination on large projects.
- Work to design out risk in secure communications projects and contribute to relevant health and safety information including: project specific risk assessments; method statements and CDM documentation.
- Complete both on site and desktop technical surveys in order to inform design decisions.
- Provide technical advice to account managers and customers representatives to assist with requirements definition exercises
- Provide technical input to marketing, procurement and public relations exercises, promoting the expertise available in the team, available products and previous success stories

- In line with CDM, contribute to pre-construction information; design risk registers and construction phase plans for design projects involving communications and AV systems.
- Act as Principle Designer for projects which are predominantly offering a radio & satellite or audio/visual final product
- Work with other Design Engineers and Project Engineers to compile and deconflict design documentation for large multi-discipline projects including new embassy builds and refurbishments.
- Assist Project Managers with technical issues arising in delivery projects, providing technical knowledge and expertise where required.
- Produce small works package quotes and customer catalogue purchase quotes for technical systems
- Assist FCDO Services' Customer Support team in developing proposals for technical systems.
- Assist cost engineering and bid teams by providing technical detail so that accurate proposals and estimates can be produced.
- Support in house Technical Installation teams with specialist knowledge regarding installation of FCDO Services' communications and AV systems.
- Create and maintain standards and technical detail for FCDO Services' communications and AV systems.
- Provide technical expertise around communications and AV products to assist other areas of the business including generalist engineer's residence overseas and our training school to maintain installation standards and consistency.
- Provide advice and support to Innovation and Development for new and in development products. Work with suppliers, PAGs and trade bodies to develop next generation solutions
- Ensure your Time, Expenses and credit card expenditure is recorded accurately, on time and in accordance with correct procedures required by the business.
- Maintain own professional development and knowledge, by attending trade shows, visiting manufacturers and researching the latest technologies
- Provides toolbox talks and CPD sessions to other areas of the business as required
- Keep Personal Development Plan up to date with SMART goals
- Continuous improvement of role holders Radio and Satellite communications skill set
- Develop a broad Audio/Visual systems skill set and identify products, applications and opportunities in which these can be applied to generate revenue for FCDO Services
- Take a proactive approach to best utilising time by finding 'added value' tasks or CPD opportunities when not engaged in revenue earning work.

KEY SKILLS, KNOWLEDGE AND QUALIFICATIONS

Essential:

- An HNC or equivalent Level 4 qualification in an electronics, telecommunications or IT subject
- AVIXA Member/Certification Holder (or certification gained within 12 months of joining the team)
- Familiar with Microsoft applications including Visio
- Strong understanding of CDM requirements
- Health and Safety training to team leader level (BSC L2, SMSTS, CCNSG, SSSTS or equivalent)
- Advanced knowledge of radio and satellite communications systems
- Knowledge of IP networks
- Knowledge of security requirements for works in HMG properties both in the UK and abroad
- Excellent report writing skills
- Experience of providing quotations, writing tender specifications, appointing and managing sub-contractors
- Abreast of latest technologies and developments in radio and satellite communications
- Working knowledge of data cabling standards and installation practices

Desirable:

- Health and safety training to Level 5 (NEBOSH, NCRQ, NVQ)
- ECS card holder
- IET Member
- Engineering council registered Incorporated Engineer (IEng)
- Familiar with Hellermann Tyton product range
- RSGB Endorsed radio license holder
- Previous experience of design and consultancy projects
- Working knowledge of Audio/Visual Systems
- Cnet Certification to level 4 or above
- AVIXA Member/Certification Holder

CORE BEHAVIOURS

Top three for job:

- 1 Making Effective Decisions
- 2 Changing and Improving
- 3 Delivering at Pace

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- High Quality designs produced to required time scales
- Principle Designer responsibilities enacted
- Support of bid teams, project managers, installation teams and RTSS throughout life of products
-

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
No	£ N/A per annum	Successful applicant may be required to be a GPC holder
Reports to: (Role Title and Grade)	Lead Designer- Secure Communications & Infrastructure	
Direct Reports: (Number and grades of staff)	None	

