



Role Profile

Role Title	Building Services Engineer – Student Placement		
Business group and team	Engineering and Operations		
Job Purpose Overview	<p>The Student Placement Building Services Engineer will work within the FCDO Services Professional Services Centre (PSC) Mechanical & Electrical (M&E) Engineering Team located close to Milton Keynes and/or Westminster, London to assist existing M&E Engineers with the delivery of small to medium projects across the FCDO Services portfolio.</p> <p>They will work in accordance with FCDO Services M&E professional standards and alongside various grade M&E Engineers towards the delivery of customer requirements, design briefs, service level agreements and deliver engineering projects from RIBA stage 0 through to Stage 5.</p> <p>The post holder will be required to have close liaison with our in-house Architects, Building/Quantity Surveyors, Interior Designers, Specialist Security Engineers, Structural Engineers and overseas Technical Works Officer's (TWO) as necessary to ensure that all aspects of construction and property maintenance are co-ordinated.</p> <p>They will accompany M&E Engineers to project governance meetings and as part of this role they will be expected to liaise with customers and suppliers and represent FCDO Services in a professional and knowledgeable manner.</p> <p>There may also be a requirement for occasional overseas travel in line with project requirements.</p>		
Organisational position	<pre> graph TD A[M&E Engineering Team Leader] --> B[M&E Engineer(s)] B --> C[Student Placement Building Services] </pre> <p>The successful applicant will report to the M&E Team Leader</p>		

Date Updated	February 2021		Updated By	G W	
Current / Applied Grade		Job evaluation date		Confirmed grade	
Level of Security Clearance	SC DV	SC			

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

The Student Placement Building Services Engineer will support M&E Engineers in the following responsibilities:-

Processes and Design

- Compliance with FCDO Services processes and Governance.
- Prepare project design documentation in accordance with FCDO Services professional quality standards (project process map) utilising specialist software i.e. AmTech, IES, AutoCAD etc.
- Awareness of budget and resource management. Work with Quantity Surveyors to develop cost budgets relating to provision of services and ensure the timely delivery of projects.

Health and Safety

- Work with the M&E Engineers & Project Manager to ensure project compliance with FCDO Services, Health & Safety policies, processes and procedures and that necessary H&S activities are planned and proactively progressed throughout the project i.e. Design Risk Registers.
- Design out risk when undertaking any design or reduce risk to as low as reasonably practicable.

Customer Focus

- Build and maintain relationships with FCDO Services in-house teams and resources (in UK and overseas) to develop Briefs and Project Requirements, providing specialist knowledge as appropriate.
- Liaise with UK customers and stakeholders at a senior level including overseas Ambassadors, Deputy Head of Mission and High Commissioners at Post to ensure their requirements are understood and met.

Development

- Developing a placement period Personal Development Plan in order to develop knowledge and understanding of M&E Engineering and FCDO Services systems and processes.
- Deputising for M&E Engineers as required.

KNOWLEDGE AND KEY SKILLS

Essential:

- Completed a minimum of 2 years undergraduate study work in Building Services Engineer or equivalent relevant study
- Available for a 12 month placement opportunity in industry with a final year to be completed in University study immediately subsequent to the placement
- Excellent communication and organisational skills
- Excellent numerical and analytical skills
- IT literate with extensive practical experience of the Microsoft Office Suite
- Awareness of specialist design software: e.g. AutoCAD, IES etc.
- Awareness of current Health and Safety legislation as applied in a Mechanical & Electrical engineering context
- Good interpersonal skills and demonstrable ability to work flexibly and effectively as part of a team
- Motivated, self-starter who can work without close supervision and willing to travel.

Desirable:

- Minimum of 2 years undergrad work in Building Services Engineering or equivalent discipline study
- Proficiency and experience of AutoCAD, IES or other industry specialist software
- Experience of working within a large complex organisation

CORE BEHAVIOURS

Top three for job:

- Making Effective Decisions
- Working Together
- Managing a Quality Service

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Projects delivered to time, cost and customer's Schedule of Requirements
- Completion of installations to satisfaction of end-user
- Standard documentation produced and maintained
- Overseas installation teams professionally supported at all times

Budget Responsibility? No	If YES, how much: £ n/a	If NO can they authorise payments? No
Reports to: (Role Title and Grade)	M&E Engineering Team Leader (TPB6)	
Direct Reports: (Number and grades of staff)	Nil	