



Role Profile

Role Title	Technical Engineering Apprentice
Business group and team	Secure Global Services (SGS)
Job Purpose Overview	<p>SGS's Technical Apprenticeship scheme is a 3 year 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.</p> <p>The successful candidate will spend first 9 months studying at Bedford 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.</p> <p>Supplementary training on FCO Services' specific products and other bespoke training will also be provided.</p> <p>The jobholder will be required to obtain SC clearance before taking up duties and DV clearance before the end of their apprenticeship</p>
Organisational position	SGS, Apprentice

Date Updated	03/02/20	Updated By	R D
Current / Applied Grade	Apprentice	Job evaluation date	Confirmed grade

JOB RESPONSIBILITIES

<p><i>Main responsibilities, focusing on the required outputs:</i></p> <ul style="list-style-type: none"> • Contribution to SGS Financial targets and KPI. • 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 SGS's 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 FCO 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 FCO/FCO Services security policies • Undertake studies at Bedford College and achieve a level 3 Advanced Apprenticeship Engineering Technician. • Completion of all learning elements of apprenticeship by the end of training period.

- Evidence learning and continual improvement.
- Engage in activities to promote FCO Services apprenticeship scheme.
- Continual professional development.

KNOWLEDGE & KEY SKILLS

Essential:

- Hold a minimum of 4 GCSEs (or equivalent e.g. O levels) grade 9-5 (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

Desirable:

- GCSE Grade 5 or above (or equivalent) in Engineering
- Experience of CAD

CORE COMPETENCES

- **Managing a Quality Service**
- **Collaborating and Partnering**
- **Building Capability for All**
- Delivering at Pace
- Making Effective Decisions

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.

Budget Responsibility?	If YES, how much:	If NO can they authorise payments?
N	£ per annum	N
Reports to: (Role Title and Grade)	SGS Apprentice Manager	
Direct Reports: (Number and grades of staff)	None	