



Role Profile

Role Title	Carpenter/Builder/Joiner - TSC (Travelling Role)
Business group and team	Technical Services Centre, Engineering & Technology (ETD)
Job Purpose Overview	<p>This role is that of a multi-tasking Building Operative/Tradesman, with a primary profession as a Carpenter/Joiner with the ability to also undertake other works such as ground works, scaffold erection, bricklaying, plastering, installation of suspended ceilings, ceramic wall & floor tiling, painting & decorating etc.</p> <p>Responsible, as part of a team, for the installation of physical security installations with associated accommodation changes and making good within the secure zones of diplomatic missions overseas. Specifically this will include erecting Lightweight Type A walling and ceilings, installation of internal doors and fire-doors, installation of security doors, and grilles including associated ironmongery and locks. This may also involve alterations to masonry walls and the installation of door linings as well as dry lining, plaster-boarding and finishing.</p> <p>The post holder will be required to work as part of multi-skilled team assisting other trades as necessary. At times they may be required to supervise labourers or apprentices assisting with the installations. They will be responsible for ensuring all the work they carry out is done safely, efficiently and in accordance with FCO Services processes and practices.</p> <p>Whilst in the UK some time will also be spent in the FCO Services joinery workshop where they will use machine tools (saws, spindle moulders, planers etc) to manufacture high quality bespoke joinery items ranging from doors to shelves.</p> <p>The job entails travel and there may be a requirement to spend up to 22 weeks or more a year on overseas installations.</p> <p>The post holder will be required to be security cleared.</p>
Organisational position	This role will work in the TSC reporting to one of the PDRMs

Date Updated	19/11/19	Updated By	JT
Current / Applied Grade	TPB3	Job evaluation date	Confirmed grade

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

Financial and Commercial Performance

- Work effectively as part of a team (which may include both FCO Services staff and contractors) in carrying out the on-site installations to meet our customer's needs, contributing to delivery on time and within budget
- Maintaining the workshops and stores as required.
- Assisting with the research and development into potential future products and services
- Allocate and record expenditure against correct project and expenditure codes.
- Know how the role contributes to the overall achievement of FCO Services' Business Plan.

Customer Focus

- Understand and focus on customer needs including all their security requirements.
- Work in partnership with customers and service providers to deliver services to meet our customer's needs, to a high standard, on time and within budget
- Support team leader in ensuring progress with project delivery and provision of regular updates and feedback to project management.
- To act as a source of advice and support to Overseas Technical Officers and other travelling staff on construction and physical security related issues.

Processes (Efficiencies and Effectiveness)

- Ensure that as instructed materials/tooling has been purchased and delivered to site by or prior to advised deadline and identify any potential problems to supervisor and Project team immediately
- Where requested produce report of installed systems within defined timescale
- Contribute to identification of practices and processes that can be improved to increase effectiveness of FCO Services
- Ensure personal contribution to developing and implementing safe systems of work including undertaking risk assessments and compliance with health and safety policies and procedures, including the reporting and recording of accidents/incidents
- Initiate and follow up on requests for task assessments with team leader
- Ensure personal adherence to all FCO Services corporate processes
- Make team leader/RDM aware of available spare capacity which can be utilised on other duties
- Adherence to H&S requirements (CDM) across all project work and day to day activities.

Learning & Growth

- Maintain own professional development and expertise of the latest technologies and best practice to support and grow the business.
- Developing professional skills outside own area of expertise that would benefit FCO Services.
- Mentor and buddy trainees.
- Actively participate in the Task Assessment and appraisal process through giving and receiving feedback.

KNOWLEDGE & KEY SKILLS

Essential:

- Served a recognised Apprenticeship.
- City & Guilds Relevant qualifications in Carpentry and Joinery; City and Guilds, NVQ 2 & 3 or equivalent.
- Competent in all aspects of carpentry, joinery and cabinet making, and the knowledge of properties and suitability of various timbers and other building materials in different conditions.
- Experience of first & second fix carpentry
- Ability to interpret technical drawings
- Familiar with the use of "fixed" workshop machinery such as saws, spindle moulders, planners etc.
- CSCS or ECS Card holder
- Ability to work on own initiative, but also be able to work well in a team.

Desirable:

- Knowledge & experience of general building works e.g., ground works, scaffold erection, bricklaying, plastering, suspended ceiling installation, wall tiling, UPVC door and wall installations, carpet tile installation, plumbing/drainage, security window filming, painting & decorating
- Broad knowledge of the construction industry and associated trades
- Some knowledge and capability of fitting locks and door furniture
- Experience of the installation of a range of Security Doors.
- Knowledge of installation of differing security walling and construction techniques.
- Experience of working overseas in different environments
- Experience of working in secure environments, e.g. government offices, prisons, banks etc
- Experience of the following Microsoft packages: Vista, Office 2007, Visio

CORE COMPETENCES

Top three for job:

- Making Effective Decisions
- Managing a Quality Service
- Delivering at Pace

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Completion of installation to satisfaction of end-user
- Installation and maintenance tasks carried out to a professional standard and to timescale/quotation agreed with Team Leader/Project Manager.
- Ability to deliver results by managing own time effectively
- Responding flexibly to changing priorities and meeting objectives
- FCO Services internal procedures followed (i.e. H&S, PRISM, iTime and iExpenses entered accurately and to time)

Able to explain complex technical issues to customers, colleagues, suppliers, Project Managers etc in such a way that they understand and are able to contribute to successful outcomes.

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