



Role Profile

Role Title	Technical Apprentice
Business group and team	Security & Property Group (SPG)
Job Purpose Overview	<p>SPG'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 and Regional Technical Support areas of FCOS. It is expected that some overseas travel will be involved with this role.</p> <p>During the first 12 months apprentices will be expected to gain their NVQ diploma in Performing Engineering Operations and BTEC Level 3 Diploma in Engineering. During year 2 and 3 apprentices will work towards the completion of their NVQ Level 3. In order to gain evidence for this they will be expected to participate 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 DV clearance before taking up duties.</p>
Organisational position	SPG, Apprentice

Date Updated	18/01/16	Updated By	Richard Dibben
Current / Applied Grade	Apprentice	Job evaluation date	Confirmed grade

JOB RESPONSIBILITIES

Main responsibilities, focusing on the required outputs:

- Contribution to SPG 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 SPG'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
- Obtain BTEC and NVQ qualifications as outlined above.
- Evidence learning and continual improvement.

- Engage in activities to promote FCO Services apprenticeship scheme.
- Continual professional development.

KNOWLEDGE & KEY SKILLS

Essential:

- 5 GCSEs at C or above including Maths, English and Physics biased Science and/or electronics.
- 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 A-C Engineering
- Experience of CAD

CORE COMPETENCES

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

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Formal feedback from college, team leaders and customers.
- Successful completion of all college work.

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