



Role Profile

Role Title	Building Surveyor - Higher Apprenticeship
Business group and team	Engineering & Technology Directorate (ETD)
Job Purpose Overview	<p>ETD's Building Surveying Apprenticeship scheme is up to 51 month programme combining formal academic training at University, with hands-on experience in the work place. The role involves working with colleagues in the Building Surveying and Quantity Surveying team delivering specialist surveys, producing technical specifications and developing design information. Other key deliverables include work planning, project management, design, CAD, quality assurance, energy conservation and health & safety. It is expected that some overseas travel will be involved with this role.</p> <p>During the apprenticeship the apprentice will be expected to gain a BSc in Building Surveying while attending day release.</p> <p>The successful applicant will be expected to participate in revenue generating work in the UK and overseas through this period.</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 after commencement.</p>
Organisational Position	<p>The Building Surveyor Apprentice will sit within the Building Surveying and Quantity Surveying team within PSC.</p> <p>The other technical teams within PSC are: Project Management, Drawing Data Management, Structural Engineering & Construction Management, Security Engineering, Mechanical & Electrical Engineers, Sustainability H&S and Architects & Interior Design.</p>

Date Updated	22/01/2020	Updated By	RW
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 ETD 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 ETD'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/members in the production of designs and drawings.
- Assist team leaders/member in production of technical documentation, surveys and report production
- Adhere to FCO/FCO Services security policies
- Obtain a BSc qualification as outlined above.
- Evidence learning and continual improvement.
- Engage in activities to promote FCO Services apprenticeship scheme.
- Continual professional development.

KNOWLEDGE & KEY SKILLS

Essential:

- A Level BBB or;
- BTEC National Diploma DDM or;
- Access to HE qualification with 24 Distinctions 21 Merits or;
- Equivalent level 3 qualifications worth 128 UCAS points
- In addition, applicants must hold 5 GCSE's (5-9) A-C including Maths and English or equivalent
- IT & Microsoft Office literacy.
- Effective written and oral communication skills.
- A keen interest in design
- Interest in overseas travel

Desirable:

- GCSE Grade 9 – 5 (A* - C) in Engineering
- Experience of CAD (Computer Aided Design)
- Some experience of working in a building contractor or building consultancy environment

CORE COMPETENCES

- Managing a Quality Service
- Making Effective Decisions
- Collaborating and Partnering

CRITICAL SUCCESS FACTORS

Success measured and evidenced by:

- Formal feedback from university, team leader and customers.
- Successful completion of all university work.
- Year on year increase in % of time booked to revenue generating work.

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