

**We are recruiting for an**

**Apprentice M&E Building Services Design Consultant**

Salary: Negotiable, depending on experience

Holidays: 22 days paid holiday per year **plus** 8 days statutory holiday. Employees also receive any working days over the Christmas period as extra days holiday

Other: Full training support (day release) through to Degree Level, Flexible Working, Private Healthcare, Company Pension, Death in Services Insurance Policy, Long Service Incentives, Free Onsite Parking

Hours: SineFLEX Flexible Working Policy - 37.5 hours per week

Core hours Monday to Thursday 9.30am to 3.30pm, Friday 9.30am – 1pm

(Flexibility is required to suit deadlines)

Location: Based at Sine Teesside Office, Fusion Hive,

North Shore Road, Stockton on Tees, TS18 2NB

Travel: Travel to sites necessary, mostly Northeast based but UK wide if required (possible overnight stays required on occasion)

Duration: Permanent (subject to successful completion of probationary period).

Sine Consulting specialise in the design of mechanical and electrical services for construction projects, with a strong focus on sustainable design.

We have an opportunity for an apprentice to join our building services design consultancy based in Teesside. You will initially be given training in both electrical and mechanical building services design to explore which discipline you are most suited to.

We see a helpful, proactive, and collaborative approach as fundamentally crucial in ensuring we serve our clients and deliver our mission of being their first choice for building services design.

As our new Apprentice Design Consultant, you must be hard working, have a helpful and enthusiastic mindset and be willing to learn many new skills on your journey to becoming an electrical or mechanical building services design engineer. Full training will be given; however, you must be able to demonstrate an academic capability with excellent written and maths skills and be willing to progress through to an engineering degree qualification.

You will be someone who would relish the opportunity to progress within the practice, take instruction from senior engineers and become an important member of the design team.

To apply, please send a cover letter and your CV to our Managing Director Mark Arundale. info@sineconsulting.com

Important: Within your cover letter, please include your remuneration package expectations as well as the name of anyone who you know that currently works at Sine Consulting Limited.



**Job Title:** ApprenticeBuilding Services Design Consultant

**Purpose of Role:** A member of the electrical design team, you will carry out the design of electrical services for construction projects from contract award to completion.

**Reports To:** Associate Director / Senior Engineers

**Responsible For:** Internal: Self

 External: Clients, customers, specialist designers

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| **Key Responsibilities** | **Key Tasks/Activities** |
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| Building Services Design | * Carry out building services drawings using industry standard drafting software (AutoCAD, Revit – full training provided)
* Carry out mechanical and electrical services calculations using industry standard software (Tas, Openbuildings, Amtech, Dialux, Relux – All training provided)
* Co-ordinate designs with other services and construction elements
* Liaise with specialist designers where required
* Assist with utility enquiries
* Visit sites and undertake site surveys accompanied by senior engineers
* Attend internal meetings
* Manage queries quickly and professionally
* Keep self/others customer focused on delivery & performance
* Keep up to date with innovative technologies
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| Team | * Work as part of project teams to ensure best performance from yourself
* Capable of taking instruction from senior engineers
* Handle multiple tasks simultaneously under guidance from senior staff
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| Administration  | * Ensure correspondence is handled and saved correctly
* Follow company procedures and processes
* Follow CAD strategy
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| Customer and Supplier Relationships | * Attend seminars, CPDs and social events
* Enhance company image and reputation
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| Health, Safety and Environmental Standards  | * Ensure all health, safety and environmental standards are adhered to.
* Wear PPE on site to suit H&S requirements.
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| General | * Foster a culture of improving procedures and processes to increase productivity and improve performance.
* Lead by example in delivering the company’s mission to be viewed by our clients as their first choice for building services design.
* Understand the company ethos and ensure this is reflected in all activities on a day-to-day basis.
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**Behaviours:**

The apprentice design consultant is expected to demonstrate the following behaviours:

Communication: Is passionate about the company and its mission

 Proactively communicates useful information to others

 Adapts communication style to match others’ needs

 Encourages others to share their views, thoughts and feelings.

Customer Service: Builds relationships with customers, gaining their trust

 Works hard to anticipate, identify and meet customer needs Encourages others to find ways to please customers

Delivery Results: Shows energy and determination in carrying out set tasks.

 Acts decisively when faced with urgent issues

Resilience: Adapts positively to change

 Appears happy and enthusiastic about their work

 Takes responsibility for and learns from mistakes

Innovation: Introduces new ideas and approaches that improve work performance

 Keeps own skills and knowledge updated

Motivation & Development: Motivates others according to their own needs/wants Demonstrates commitment to the development of other employees

Planning/Organising: Allocates tasks to best use of available resources Approaches work in an orderly and systematic way

 Contributes technical knowledge to problem solving

Quality: Checks own work and corrects prior to senior review

 Gives full attention to company QA procedures and processes

**Education, Knowledge and Skills:**

* NC or HNC in a related Engineering subject.
* Desire to progress education through to Building Services Engineering honours degree.
* No design experience required, however a keen interest in engineering is essential.
* Good IT skills required and knowledge of Microsoft Office or 365 is essential.
* Knowledge of the equipment and materials common to the building services trade an advantage, but not essential as full training will be provided.
* Skills in verbal, written and mathematical communication essential.
* Good customer skills and helpful manner is essential.

General - All employees may be required to perform duties outside of their normal responsibilities and working hours from time to time, as needed.

V1 February 2023

**Support for disabled applicants:**

We wish to ensure that all candidates have equal access to our recruitment and selection procedures. If you are disabled, have an impairment or long-term health condition that may affect your ability to apply for this position, or if you require any adjustments to enable you to attend an interview or participate in the selection process please send details, as soon as possible, to email address info@sineconsulting.com. This will enable us to make any reasonable adjustments.

A copy of our Job Applicants Data Privacy Notice can be found on our website:

<http://sineconsulting.com/about-us/careers>