



## We are recruiting for an Electrical Building Services Design Consultant

- Salary:** Range £30-35K + Benefits (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.
- Benefits:** Annual Bonus Scheme, Flexible Working, Private Healthcare, Company Pension, Death in Service Insurance Policy, Long Service Incentives (additional holidays), Free Onsite Parking, 4 Day Working Week (currently being trialled)
- 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)

We are currently carrying out a 9-month trial of a 4 day working week, with hours reduced to 34 hours per week Monday to Thursday. Should the trial be deemed a success, this will be formally adopted in employment contracts from May 2025.

- Location:** Based at:

Sine Consulting Head Office, 1<sup>st</sup> Floor Derwent House,  
Mandale Business Park, Belmont, Durham DH1 1TH

- 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 electrical designer to join our building services design consultancy based in our Durham Office.

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 Electrical Design Consultant, you must be able to demonstrate relevant skills, knowledge and experience to enhance our business. You will be someone who would relish the opportunity to progress within the practice, take ownership of projects 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](mailto: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:** Electrical Building 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:** Electrical Director

**Responsible For:** Internal: Apprentice Engineers  
External: Clients, customers, specialist designers

Key Responsibilities	Key Tasks/Activities
Electrical Services Design	<ul style="list-style-type: none"> <li>• Carry out electrical services drawings using industry standard drafting software (AutoCAD, Revit)</li> <li>• Carry out electrical calculations using industry standard software (Amtech, Dialux, Relux)</li> <li>• Produce electrical services specifications and reports.</li> <li>• Co-ordinate designs with other services and construction elements</li> <li>• Liaise with specialist designers where required</li> <li>• Carry out electrical load assessments and undertake utility enquiries</li> <li>• Visit sites and undertake site surveys</li> <li>• Attend meetings and carrying out agreed actions</li> <li>• Manage queries quickly and professionally.</li> <li>• Keep self/others customer focused on delivery &amp; performance</li> <li>• Keep up to date with innovative technologies</li> </ul>
Team	<ul style="list-style-type: none"> <li>• Work as part of project teams to ensure best performance from yourself and other team members</li> <li>• Capable of taking instruction from senior engineers</li> <li>• Develop and train other team members</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Ensure correspondence is handled and saved correctly</li> <li>• Follow company procedures and processes</li> <li>• Ongoing progress analysis on live contracts</li> </ul>
Customer and Supplier Relationships	<ul style="list-style-type: none"> <li>• Build and enhance client and customer relationships</li> <li>• Enhance company image and reputation</li> </ul>

Health, Safety and Environmental Standards	<ul style="list-style-type: none"> <li>• Ensure all health, safety and environmental standards are adhered to.</li> <li>• Wear PPE on site to suit H&amp;S requirements.</li> </ul>
General	<ul style="list-style-type: none"> <li>• Foster a culture of improving procedures and processes to increase productivity and improve performance.</li> <li>• Lead by example in delivering the company's mission to be viewed by our clients as their first choice for building services design.</li> <li>• Understand the company ethos and ensure this is reflected in all activities on a day-to-day basis.</li> </ul>

### Behaviours:

The Electrical Design Consultant is expected to demonstrate the following behaviours:

Communication:	<p>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</p>
Customer Service:	<p>Builds relationships with customers, gaining their trust Works hard to anticipate, identify and meet customer needs Encourages others to find ways to please customers</p>
Delivery Results:	<p>Keeps the team focused on clear priorities Shows energy and determination in driving projects along Acts decisively when faced with urgent issues</p>
Resilience:	<p>Adapts positively to change Appears happy and enthusiastic about their work Takes responsibility for and learns from mistakes</p>
Innovation:	<p>Introduces new ideas and approaches that improve work performance Keeps own skills and knowledge updated</p>
Motivation & Development:	<p>Motivates others according to their own needs/wants Demonstrates commitment to the development of other employees</p>
Planning/Organising:	<p>Allocates tasks to best use of available resources Approaches work in an orderly and systematic way Contributes technical knowledge to problem solving</p>
Quality:	<p>Checks own work and corrects prior to senior review Ensures all work is checked prior to issue Gives full attention to company procedures and legal requirements.</p>

**Education, Knowledge and Skills:**

- At least 1 year post graduate design experience.
- B.Eng (Hons) in Building Services or an equivalent electrical engineering degree.
- Knowledge of industry standard software packages (Microsoft 365, Office, AutoCAD, Trimble Amtech, Dialux, Relux etc.)
- Knowledge of Autodesk Revit an advantage but training can be given, however a willingness to learn Revit is essential.
- Experience of design role in electrical design projects up to £5m in value.
- Knowledge of the equipment and materials common to the electrical services trade and use in compliance with health and safety and environmental guidelines.
- Knowledge of applicable electrical codes, standards and regulations.
- Experience of writing specifications for electrical design projects
- Skills in verbal, written and mathematical communication.
- Strong customer skills / 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.

V5 September 2024

**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](mailto: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/careers>

**PLEASE NOTE:** You must have the legal right to work in the UK to apply for this role as Sine Consulting is unable to support Visa Applications/Sponsorship.