



HOUSE OF COMMONS

# JOB DESCRIPTION



## *Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Building Services Design Technician (MEP) (Apprentice)</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>D1</b>
<b>Pay range:</b>	<b>£22,372 - £25,212 per annum</b> <i>(Appointment will normally be made at the minimum of the pay range)</i>
<b>Apprenticeship Level</b>	<b>Level Three</b>
<b>Team:</b>	<b>Strategic Estates</b>
<b>Section:</b>	<b>Parliamentary Design Authority</b>
<b>Reports to:</b>	<b>Lead Electrical Infrastructure Engineer</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Contract type/ duration:</b>	<b>36 months with option for extension up to 42 months</b>
<b>Issue date:</b>	<b>9 May 2019</b>
<b>Closing date:</b>	<b>2 June 2019 23:55</b>

### **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

### **Team information**

Strategic Estates (SE) acts on behalf of the House of Commons and the House of Lords, dealing with all property related capital investment matters. The Design Authority within SE is the estate-wide central engineering department and manages the lifecycle of the engineering assets together with the Project Delivery and Maintenance groups.

The Design Authority is the small core of expert in-house staff providing continuity, direction and support to colleagues, consultants and contractors, and represents the estate with key external bodies. It is staffed mainly by Chartered professionals covering Electrical, Mechanical, Public Health, Electronics, Control and Audio/Broadcast Engineering.

## **Job introduction**

Projects within Strategic Estates vary in size, complexity and duration, with huge variation in scope.

As a Design Apprentice, you will work as part of the Parliamentary Design Authority to provide engineering expertise to a wide range of projects across the Parliamentary Estate. Under the guidance of a Lead Engineer, you will be given real responsibility and learn how to apply your own knowledge and skills to live projects in a high-profile environment.

You will contribute to:

- the lifecycle of engineering infrastructures including chillers, boilers, air handling units, pumps, transformers, switchgear, metering, earthing, cabling, containment, and UPSs; power and data cabling; lighting and controls; lifts and controls; SCADA, PLC and BMS systems; CCTV, intruder detection and access control systems; fire detection, disabled and voice alarm equipment
- supporting internal clients on major strategic programmes as well as day-to-day activities across the Parliamentary Estate
- developing and maintaining strategies, policies, design guides and standards, and undertaking specialist improvement projects and feasibility studies
- undertaking design checks and reviews of consultant's information utilizing calculation software
- You will also support the Lead Engineers and deputize where appropriate.

## **Key stakeholder relationships**

Members of Parliament and Peers

Users of the space affected by your project

Senior members of staff such as the Serjeant at Arms

Parliamentary Maintenance colleagues

Facilities Management

Externally appointed contractors

Statutory bodies

Westminster City Council

The Metropolitan Police Service

English Heritage

Consultants within your project team

Contractors and sub-contractors

You will also work with several colleagues and teams within Strategic Estates including Project Delivery, Conservation Architects, Fire Risk Management Team, Finance and Procurement.

## **Management responsibility**

No – but you will manage external consultants on your designated projects under the supervision of the Lead Engineer.

## **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

## **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

## Hours

As this role will be completing an apprenticeship course this role will be available full time only.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

## For further information:

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

## Application and selection process

You will be asked to complete a short application form outlining why you are suitable for the role based on the criteria set out below. We will conduct a sift based on the information you provide and successful candidates will be invited to attend a Preparation Workshop on the **17<sup>th</sup> June 2019** to ensure you have all the information you need to complete a competency based interview, which will be held **week commencing 1<sup>st</sup> July 2019 (dates tbc)**.

## Key responsibilities

As a Design Technician you will work on Mechanical, Electrical and Public Health Engineering and Building Services infrastructures on the following:

- Develop and maintain strategies, policies, design guides and standards
- Produce design briefs and methodologies for consultants and designers, and occasionally create their own designs
- Support projects with design and procurement of consultants and contractors, and contribute to the development of Business Cases
- Undertake specialist improvement projects and feasibility studies
- Inspect and monitor existing infrastructures and recommend improvements to ensure resilient operation and lifecycle value for money
- Research new and emerging technologies and best practise and assess their suitability
- Assist in commissioning and handover
- Monitor statutory compliance including all electrical, CDM and environmental regulations
- Ensure accurate and relevant O&M manuals and H&S files are received and managed
- Contribute to the implementation of BIM

This job description may develop in line with business needs and post holders are expected to carry out other reasonable duties as required.

The post holder will work with colleagues and develop skills to effectively discharge the following duties:

1. **Technical Administration:** To provide technical support to include carrying out technical calculations for building services systems, updating Computer Aided Design drawings, undertaking site inspections and attending site meetings in the company of the Line Manager or other colleague. To work closely and in some instances be embedded within approved subcontractor teams working on Parliamentary projects.
2. **Report and Specification Writing:** Assist engineers in preparing routine reports/specifications which detail methods of installation to comply with PED and regulatory standards.

3. Innovation: Under supervision of the Training Mentor, explore innovative ways of exploiting emerging technologies to enhance current practice.
4. Develop understanding of Regulations: To gain sufficient knowledge to operate safely in current statutory regulations, policies and guidelines in all aspects of work activity; e.g. Building Regulations, British Standards, Wiring Regulations, CIBSE guides, Health and Safety policy and guidelines.
5. To develop understanding of public procurement processes for Engineering and Construction projects, contracts and their administration.
6. To assist in collating as built information and Health and Safety files and advise.
7. To develop an understanding of the role of Parliament.

**Qualifications:**

The following qualifications are required for this role:

**Essential**

Apprenticeship candidates will typically have at least 3 GCSEs at Grades A\*-C including Maths (minimum Grade B), English and Science or their equivalent.

Candidates without the required English and Maths grades or above must be willing to work towards these as part of their apprenticeship.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> Ability to self-motivate with a high level of commitment and enthusiasm, with a willingness to learn proactively.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Ability to plan, prioritise, organise and problem solve and an understanding of how this contributes to the success of a project.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> An understanding of effective oral, written, graphic and presentation skills including the methods and techniques that are appropriate to specific situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> Effective interpersonal skills with the ability to communicate with a diverse range of staff, customers and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> An understanding of working as part of a team and how to build effective working relationships.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> Ability to gain an understanding of engineering principles and technology. Demonstrable interest in Engineering.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>