

## **Role summary**

### **Role Definition**

**Job title:** Graduate Electrical Engineer

**Reporting to:** Project Leader/Job Captain of the current project on a day to day basis and ultimately to the Senior Partner

### **Responsibilities**

- To understand the design project
- To prepare, and develop under the guidance of a project leader, calculations, analysis, drawings, diagrams, models and other documents relating to the design
- To assist where required in the co-ordination of the internal design team
- To take responsibility, where required by the project leader, for specific areas of the design and project development
- To liaise, where appropriate, with members of the external design team and other associated organisations or companies
- To seek, and record evidence of, continuing professional development (CPD) in accordance with the requirements of the relevant professional Institution
- To have thorough knowledge of and compliance with Foster + Partners procedures and standards
- To contribute, or otherwise assist, as required by the Project Leader or Senior Partner, or nominated Engineer
- To take responsibility in project document control and filing as required by the project leader.
- Contribute, or otherwise assist, as required
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards

### **Qualities and Skills required**

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Technical engineering skills with the relevant university qualifications
- Ability to understand and formulate design decisions and present for discussion
- Ability to use a variety of media in the development and documentation of a design project
- Advanced knowledge of working with Microsoft Office software to be used for calculations, reports and presentations.
- Working knowledge of core technical guidance of the IET Wiring Regulations; BS 7671 and CIBSE supporting documents relevant to the position.
- Excellent organisational skills
- Excellent written and verbal communication skills – articulate and diplomatic manner
- Able to manage sensitive and sometimes confidential information
- Self motivated and able to take responsibility
- Able to demonstrate initiative and a proactive approach to daily tasks
- Good interpersonal skills and able to work independently and as part of an effective team
- Flexible attitude

- Able to build good relationships at all levels, internally and externally
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members

### **Desirable**

- Understanding of the engineer's role in the co-ordination and integration of project information and management
- Understanding of financial aspects of running a design project on time and on budget
- Ability to use some of the following: Autodesk Revit, AutoCAD, MicroStation, Dialux, AGI, Amtech/ Trimble Calculation Software, InDesign, Internet Explorer, Word, Excel, Outlook, PowerPoint

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.