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.

Qualities & skills required
Essential

- 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.
- Good interpersonal skills and the ability to work well in a team
- Ability to take initiative in response to direction or instruction
- Ability to work well under pressure and meet deadlines efficiently
- A flexible and open attitude towards new ways of working and commitment to independent, lifelong learning
- 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
- Good interpersonal skills
- 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 to meet project deadlines
- 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.

August 2017