

## JOB DESCRIPTION

**Job Title:** Electrical Associate  
**Directly reports to:** Birmingham Director  
**Location:** Birmingham

### Introduction

The following is a description of the role that Wallace Whittle require in our Birmingham office to enable it to grow and achieve our ambitious plans for expansion and further success in England. This role is a leadership role requiring leadership skills to contribute to our project work winning, quality project leadership and delivery, client care and relationship management, staff management and their development and care, risk management and enhancing Wallace Whittle's reputation at all times.

You will work directly with Darren Wright, the Birmingham office director in the running of Birmingham office.

Immediate areas that will require attention will be but not limited to:

- Sharing in the project delivery leadership roles
- Reinforcement and recruitment for the electrical engineering group
- Overall client relationship input
- General office management and assistance to Birmingham office director.

The future is one of growth for Wallace Whittle and we require those joining in senior roles such as this to embrace our plans, be part of creating and delivering these plans and growing with us.

### Position Summary:

Proficient, ambitious and self-motivated, with excellent communication and good time delivery management skills, and a track record for consistent project delivery - with strong technical knowledge and competence discipline to ensure excellent service to clients within the boundaries of our professional and commercial capabilities. Work well with minimal supervision. Always looking to improve and take our organisation forward with ideas and initiatives that bring clear benefits, taking opportunities that present themselves and always working closely with the senior leadership team. Repeat work winning is important, and you will lead on this, together with working as part of a broader team on new work winning.

### Responsibilities and authority:

- Liaise with and provide project focal point for clients and lead and/or support consultants to ensure that client interests are most effectively fulfilled
- Maximise staff effectiveness and improve efficiency by enhancing client relationships, improving internal systems and developing staff skills
- Interlink and work effectively with all others affecting or affected by your work
- Adopt a responsible attitude to project manage and actively undertake training and development of subordinate staff
- Effectively distribute project workload and liaise with technical and other support staff to ensure acceptable product delivery
- Ensure application and maintenance of all Quality System procedures
- Ensure documentation issued from Wallace Whittle in respect of a project has been processed in accordance with all relevant procedures
- Manage multiple projects including organisation of trainee staff and project delivery to time and cost requirements
- Carry out all personal management duties including weekly recording of man-hour commitments to individual projects and reporting on a monthly basis particular project fee input information
- Comply with all security procedures and commercial in-confidence restrictions associated with work duties
- Contribute to the maintenance of the highest possible standards of design by maintaining a good working knowledge of proved building services systems and new developments in the Building Services Industry

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- Carry out the responsibilities of an Associate including: Preparation and/or development of client brief; development of project cost plans; assist where necessary in the estimation of project in-house resource requirement; assist in the development of project pre and post tender programmes; carry out surveys of existing facilities and prepare survey reports; prepare design calculations in accordance with all relevant standards and legislation adopting all necessary standard formats and procedures; prepare sketch design drawings in sufficient detail to enable draughtspersons to produce satisfactory detail drawings as required for tender, construction or other purposes; prepare particular project specifications and schedules adapting standard specification information where possible; prepare bills of quantities in accordance with current Standard Method of Measurement documents; assist client in the selection of appropriate methods of contracting works; technically vet tenders and provide advice to client on acceptance; carry out site supervision duties as necessary to ensure works are installed in accordance with contract documentation and good engineering practice; assist in the financial valuations; prepare feasibility studies and any specialist studies as required by the project brief; justify systems selection by means of investment appraisal techniques; if required by project brief; prepare presentation material and carry out presentations to client
- Undertake all other duties as may be required to assist in the fulfilment of the primary objectives of the Directors
- To manage the workload of junior staff resource ensuring all deadlines and project requirements are met
- To contribute to ensuring operations are conducted in accordance with the relevant ISO and national legislation
- To ensure contract compliance with the IMS, by supporting the administration of the Internal Audit programme, corrective action and customer feedback registers

**Education and Experience:**

- BEng (Hons) degree in Building Services Engineering/Electrical Engineering
- Chartered Engineer or work towards Chartered status in the near future
- Relevant industry experience appropriate to Associate level
- Understanding and knowledge of BIM processes and procedures within the construction environment and application using Autodesk Revit

**Specific skills, knowledge, competencies and training:**

**Essential:**

- Customer care
- Technically competent
- Project management
- Excellent communication skills within a team environment
- Good numeracy, literacy and computing skills
- Ability to manage your own time and prioritise at busy times
- Ability to produce neat and accurate technical drawings
- Ability to think in a methodical way to design, plan and organise projects
- Ability to present and explain the thought process behind your own design work
- Competent in the use of Word and Excel
- Ambitious self-motivated individual with good team ethic, looking to excel and aspire
- AMTECH / HEVACOMP/Mepworx proficient
- DIALUX / RELUX proficient
- Online collaboration tool knowledge
- Works well with minimal supervision

**Desirable:**

- Understanding of mechanical and public health services, sustainability, energy and thermal modelling