



Job Description

Post Title	Digital Engineering Technician Apprentice
Team	Digital Design
Base Location	64 Victoria Street
Level	Choose an item.
Reports to	BIM Technical Manager

Purpose of the Role

The Digital Engineering Technician Apprentice will be part of the Digital Design team which itself is part of the wider Technical Assurance & Design Management (TADM) Team. They will build and develop skills through both structured training and hands-on experience allowing them to contribute to the delivery of high-quality building information for the Houses of Parliament Restoration & Renewal (R&R) Programme Delivery Authority (DA).

The postholder will develop foundational knowledge of BIM principles, standards and information requirements. They will learn to use a range of 2D and 3D modelling and data-management tools, gaining hands-on experience in reviewing, producing, coordinating and managing building information within the live project environment.

The Apprenticeship (Digital Engineering Technician)

An apprenticeship is an exciting opportunity to ‘earn whilst you learn’ by combining theoretical learning with practical ‘on-the-job’ experience, allowing the postholder to work towards a nationally recognised qualification, whilst building skills in their daily role and earning a salary. An apprenticeship also allows them to secure a qualification with no tuition fees as the programme is fully funded by the department.

This apprenticeship is designed to build skills from the ground up. No prior experience is required—only enthusiasm, curiosity and a willingness to learn and work in line with the company values. The apprentice will be supported by experienced colleagues and managed by the BIM Technical Manager who will provide structured training and one-to-one sessions to help set and review development goals.

They will spend 20% of their contracted working hours dedicated to their apprenticeship which will take the form of one day at an approved apprenticeship training provider. They will be expected to manage their own time ensuring that they balance the requirements of their apprenticeship course with the responsibilities of their role within the R&R programme. Their line manager will support their learning, ensuring that their work within the Programme contributes as much as possible to meeting their apprenticeship skills and knowledge targets. Where required, this may involve shadowing and working with other departments.

Upon completion, the apprentice will achieve the Level 3 Digital Engineering Technician apprenticeship qualification, which includes a combination of knowledge based and competence based assessments as defined by the national apprenticeship standard.



Key Accountabilities and Responsibilities

Under supervision from their line manager and colleagues they should develop their understanding in the following areas:

- How Asset Information Requirements (AIR), Employer Information Requirements (EIR) and/or Information Production Requirements (IPR) feed into BIM processes, standards and workflows
- How to formulate survey data requirements and survey scopes and review Contractor BIM Execution Plans (BEP) and survey data outputs against these
- Learn to work with 2D and 3D drafting and modelling tools such as AutoCAD and Revit
- Learn to use database management tools such as dRofus
- Learn to use Common Data Environments (CDEs) such as Aconex and Autodesk Construction Cloud (ACC)

Under supervision from their line manager and colleagues they should contribute to the following areas as their understanding of the above grows:

- Attending BIM kick-off meetings and assisting with the review of BEPs against data requirements
- Supporting the review of survey data outputs against survey scopes and data requirements and assisting in providing feedback to survey contractors
- Supporting in the review of building information received from design partners
- Organising and integrating survey data into the BIM Environment (3D models and linked databases) under supervision
- Supporting the creation of federated Asset Information Models (AIM) and publishing these to the CDE for the wider project team to access
- Supporting in the administration of user access to the CDE and facilitating the wider project team's use of tools with the CDE
- Following information security policies and escalating concerns where needed
- Promoting the use of digital design tools and processes to help the Programme work more efficiently and make informed data-driven decisions
- Helping to prepare and deliver training to the wider project team in the use of digital design tools
- Producing consistent digital deliverables for use across the wider project team

In addition to the above the postholder is expected to:

- Work closely with colleagues across the Digital Design and wider TADM Team
- Attend team meetings and contribute to discussions as skills develop
- Demonstrate good communication skills, professional behaviour and a positive learning attitude in line with the company values which are (1) We act with integrity (2) We are inspiring (3) We achieve together and (4) We can be ourselves



Key Stakeholders and Relationships

Internal Teams:

- TADM (Digital Design, Engineering, Architecture, Design Management, Technical Assurance, Heritage and Collections)
- Project Management (including Survey Project Managers)
- Programme Delivery
- Data and Digital Services
- Human Resources and Business Support (including Learning and Development Manager)

External:

- Survey Contractors (including Survey and BIM teams)
- Design Partners (including Survey and BIM teams)
- Supply chain (including software and CDE providers)
- Training Provider/ Tutor and End Point Assessment Organisation

Qualifications, Skills and Experience

Essential:

- Willingness to study for and complete the Level 3 Digital Engineering Technician Apprenticeship
- Ability to motivate oneself to carry out tasks to the best of your ability
- Ability to effectively manage workload, ensuring that tasks are carried out on time and in order of priority
- Experience of Microsoft applications, such as Word and Excel
- Good interpersonal and communication skills and ability to establish and maintain effective working relationships at all levels

Desirable:

- Knowledge of drafting and/or modelling software such as AutoCAD or Revit
- Knowledge of programming tools such as Python or Dynamo
- Understanding of established BIM processes, standards and workflows

Eligibility:

- Must be at least 16-years old
- Must have 5 GCSE's at grade C/4 and above including Maths and English Language
- Must have left full-time education when the apprenticeship starts
- Must not be in receipt of funding for other learning programmes (including another apprenticeship)
- Must not have already obtained a Level 3 Digital Engineering Technician Qualification or similar