

TRAINEE DESIGN ENGINEER ROLES AND RESPONSIBILITIES

Reports to: Technical Director

ROLE PURPOSE

The Trainee Design Engineer supports the safe, accurate and timely development of slipform designs and technical information while building engineering competence under supervision. The role assists with drawings, calculations, design records and project queries and learns how slipform equipment, temporary works and the permanent structure interact. A competent engineer checks and approves all design outputs before they are issued or used on site.

KEY WORKING RELATIONSHIPS

- Technical Director, Design Engineers, technicians and independent checkers.
- Operations Director, project managers, site supervisors, rig operatives and Group HSEQ.
- Client design teams, structural engineers, temporary works teams, fabricators and suppliers through the supervising engineer.

ROLE BOUNDARIES AND DECISION RIGHTS

- Prepare and revise assigned technical work within the agreed brief, competence and supervision arrangements; do not approve, sign off or issue design information independently.
- Seek clarification where inputs, dimensions, loads, interfaces, design assumptions or scope are missing or inconsistent; record unresolved matters for the supervising engineer.
- Do not instruct site changes, equipment modifications or departures from approved drawings or methods. Refer queries and proposed changes to the authorised engineer and follow controlled issue processes.
- Escalate an apparent unsafe condition, design discrepancy, out of date drawing or unapproved site arrangement immediately and support a stop work decision where required.
- Use site visits and technical discussions for learning and verification within assigned authority, following site induction, PPE and supervision requirements.

KEY RESPONSIBILITIES

Design information and planning

- Review the assigned brief, project information, drawings, specifications, programme and design responsibilities with the supervising engineer.
- Identify information needed for geometry, load assumptions, sequence, access, interfaces, tolerances and equipment arrangements.
- Maintain an action list for missing information, design queries, deliverables and deadlines; communicate blockers early.

Drawings, models and calculations

- Prepare draft layouts, details, schedules, models and calculation inputs using approved templates and software under supervision.
- Check dimensions, references, units, drawing coordination and consistency with the agreed design basis before presenting work for review.

- Develop understanding of the slipform system, its components, loads, stability, lifting and sequence through guided work and review.
- Incorporate checker comments accurately and keep evidence of how comments have been resolved.

Design risk and temporary works interface

- Support the identification of foreseeable construction, installation, operation, alteration and removal risks during design reviews.
- Record assumptions, residual risks and design limitations for review by the responsible engineer and communication to relevant dutyholders.
- Learn the Company's temporary works, hold point, checking and approval arrangements and work within them.

Document control and change

- Maintain current draft calculations, drawings, model files, design registers and review records in approved systems.
- Use correct document numbers, revision status and issue procedures; distinguish work in progress from approved information.
- Log technical queries, site feedback and proposed changes and help assess their impact on safety, design, programme and cost before review.
- Withdraw or archive superseded drafts as instructed and maintain an auditable trail of changes and approvals.

Project, site and equipment support

- Attend design reviews, site visits and equipment inspections with an authorised colleague as appropriate to the training plan.
- Compare approved design intent with observed conditions, record measurements and observations accurately and raise discrepancies promptly.
- Support technical responses to project teams, suppliers and fabricators through the supervising engineer.
- Help document lessons learned from installation, operation, non-conformances and equipment performance.

Learning and development

- Agree a structured development plan with the Technical Director covering engineering principles, design tools, checking, site exposure and professional conduct.
- Keep a record of assigned work, feedback, technical learning and progress towards any agreed qualification or professional development.
- Ask for review before relying on an unfamiliar method or assumption and apply feedback to reduce repeat errors.
- Participate in one to ones, PDRs and relevant technical and safety training.

ROLE SPECIFIC TECHNICAL AND PROFESSIONAL COMPETENCIES

These competencies form the role specific part of the performance and development framework. Evidence should be proportionate to the role, training and delegated authority.

TECHNICAL OR PROFESSIONAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Engineering fundamentals	Applies developing knowledge of structural behaviour, loads, units, geometry and construction sequence; flags uncertain assumptions.
Slipform systems and interfaces	Can describe key components, equipment limitations and interfaces with the permanent structure and temporary works at trainee level.
Drawings and digital tools	Produces clear drafts using approved CAD or modelling tools, correct references and revision conventions.
Calculations and checking	Prepares traceable calculations or inputs, checks units and source data, and responds accurately to checker comments.
Design risk and site awareness	Recognises foreseeable hazards and site constraints, records observations and refers decisions to competent engineers.
Information and change control	Maintains complete draft and review records and never treats unapproved work or site changes as authorised.
Technical communication	Explains the status of assigned work, asks precise questions and reports issues early without overstating competence.

STATOM BEHAVIOURAL COMPETENCIES

The postholder is expected to demonstrate these behaviours consistently in how work is delivered and how colleagues are supported.

BEHAVIOURAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Drives Performance	Plans assigned tasks, checks work before review, meets agreed dates and flags a delay or error promptly.
Understands Stakeholder Needs	Learns what site, design and client teams need from each deliverable and provides accurate information through the agreed route.
Builds Trusted Relationships	Listens to feedback, keeps commitments, asks when unsure and communicates respectfully across office and site teams.
Commercial Judgement	Recognises that design decisions affect safety, programme, material use and cost; seeks advice before proposing a change.

BEHAVIOURAL COMPETENCY	WHAT GOOD LOOKS LIKE IN THIS ROLE
Bigger Picture View	Connects calculations and drawings to installation, operation, structural interfaces and project outcomes.
Open to Change	Applies checker comments, site learning and new methods and shows measurable progress in competence.

PDR AND PERFORMANCE FRAMEWORK

- This role profile, the role specific technical competencies, Statom behavioural competencies and separately agreed objectives form the performance framework.
- The Technical Director and postholder should agree priorities, learning objectives, measures and review dates through the PDR process. Objectives should reflect the trainee level, supervision and project requirements.
- Assessment considers the quality and traceability of draft work, safe judgement, checking, accurate records, collaboration and progress in competence. Evidence may include reviewed drawings and calculations, comment logs, design registers and development records.
- A serious failure involving safety, integrity, technical information control or deliberate bypassing of review and approval may materially affect the overall assessment.

INDICATIVE PERFORMANCE AND BONUS MEASURES

The weightings below are an indicative structure for assessing individual contribution. They do not create a guaranteed bonus or a fixed payment. Any bonus depends on the employment contract and any separately communicated Company bonus arrangements, including eligibility, business performance, affordability and discretion. Objectives should be agreed for the relevant review period.

Design quality and checking — 30%

- completeness, accuracy and traceability of assigned draft work
- response to checker comments and reduction in avoidable repeat errors

Delivery and information control — 25%

- assigned deliverables prepared to agreed review dates
- correct document status, revision control and complete records

Risk awareness and collaboration — 20%

- timely escalation of discrepancies, assumptions and site issues
- constructive support to engineers, operations and project teams within authority

Learning and development — 25%

- progress against the agreed development plan and technical training
- evidence of applying feedback and growing competence under supervision

The assessment should reflect the complexity of tasks allocated, the supervision and training provided, and access to complete project information. These measures assess individual contribution; they are not automatic bonus triggers. They apply to bonus decisions only where the postholder is eligible under a separately communicated arrangement.

EXPERIENCE AND PROFESSIONAL DEVELOPMENT

Essential

- An interest in civil, structural or mechanical engineering and a willingness to learn specialist slipform design.
- Developing ability to use technical drawings, calculations, spreadsheets and relevant digital tools with care.
- Attention to detail, sound numeracy and willingness to ask questions and follow checking and approval processes.
- Ability to communicate clearly and work safely with office and site colleagues.

Desirable

- Studying towards or holding a relevant engineering qualification or equivalent practical experience.
- Some familiarity with CAD, structural principles, temporary works or construction sites.

GENERAL ACCOUNTABILITIES

- Comply with Slipform Technology Ltd and Statom Group policies, procedures, standards, delegated authorities and reasonable management instructions.
- Take reasonable care for personal health and safety and that of others affected by the work; follow site rules and raise unsafe conditions.
- Protect technical, personal, client and commercially sensitive information and use approved systems and records.
- Do not make technical, financial or contractual commitments outside delegated authority.
- Raise material safety, design, quality, compliance or integrity concerns through the appropriate route.
- Undertake other reasonable duties consistent with the trainee level and purpose of the role.

REVIEW AND ACKNOWLEDGEMENT

This document sets out the principal responsibilities and expected standards of the role. It is not an exhaustive task list. Objectives and priorities may reasonably change with business needs; material changes to contractual terms will be managed through the appropriate process. Signing acknowledges receipt and discussion of this role profile and does not amend contractual bonus terms.

Employee name _____

Employee signature and date _____

Manager signature and date _____