

Job Family	Drafting and Design
Sub-Family	All Disciplines
Role	
Trainee Designer (6B)	
General Purpose of Role	Under supervision, performs a variety of assignments through the application of basic design theories, techniques, and practices. In development mode being trained in the utilization of relevant regulations, codes, manufacturing standards, and industry standard practices for the control, development, and application of deliverables while gaining exposure to procedures and processes.
Typically Reports To	Discipline Design Chief or Discipline Manager
Example Global Titles	Trainee [Discipline] Designer
Alternative Location Titles	Typically uses the title of [Discipline] Designer or [Discipline] Designer in Training.
Key Accountabilities	
Business Development Support	Assists business development activities by maintaining an up to date personal profile and resume. Builds positive working relationships with external parties such as the customer, suppliers, and contractors.
Business Operations	Ensures the project work is covered for vacation and unplanned absences. Supports the delivery of training. Assists in the employee performance review process. Facilitates coverage of activities when people leave the team. Encourages knowledge of and compliance with requirements and processes. Works to resolve inter-discipline, vendor, and customer issues. Ensures discipline technical work and team activities meet all health, safety, environmental, and security requirements.
Technical Competency	Supports adherence to generally accepted engineering and design practices, regulatory requirements, and customer specifications. Supports the standardization of equipment specifications, drawings, and document templates. Uses local/global standards to support technical excellence. Supports checking, peer reviews, and incorporation of comments and findings.
Project Execution	Knows the discipline scope/cost/time requirements, assists the team to meet expectations, and coordinates with other disciplines to ensure project success. May support management of project change and progressing for the discipline and works with the Project Management Team to take corrective actions regarding any issues, staffing requirements, scope changes, progressing, or other events that could affect project completion and/or profitability. Plans discipline quality, monitors quality activities, drives and participates in squad checking, recommends improvements, and takes action where required.
Project Deliverables	Gathers data from multiple sources and prepares design deliverables. Determines technical issues, defines alternate solutions, establishes pros/cons for multiple solutions, and makes recommendations to more senior team members. Creates final documentation incorporating all relevant information and pursues internal authorization.
Procurement Support	May incorporate information from multiple sources into equipment/material specifications, data sheets, testing requirements, and material requisitions. May participate in bid clarifications, support bid evaluations, and complete inter-discipline vendor information review and approval.
Site Support	Seeks input from knowledgeable sources, may participate in constructability, operability, and maintainability reviews, and incorporates requirements into design. May work with site personnel to resolve issues. May assist in the creation of plans or documents that supports construction, testing, commissioning, operations, maintenance, or decommissioning. May provide on-site support for construction, commissioning, or turn over.

Global Level Details

Global Level Summary	Trainee position where the ability to perform simple, routine work activities is standard.
Qualifications, Accreditation, Training (Essential)	Awarded a secondary school diploma with basic training in CAD programs. Requires a working knowledge of standard drafting techniques.
Qualifications, Accreditation, Training (Desirable)	Training in leadership, project execution, risk management, or quality.
Job Specific Knowledge / Experience (Essential)	Typically has no experience of relevant discipline experience. Has a basic understanding of regulations, codes, manufacturing standards, and industry standard practices.
Job Specific Knowledge / Experience (Desirable)	Experience working in a related industry such as environmental, operations, maintenance, fabrication, or construction.
Decision Making	Recommendations made will be of a routine nature, invariably having ample precedent or in line with clearly defined procedures.
Supervision Received	Works under supervision and receives detailed instructions. Work is subject to ongoing checks and is reviewed in detail for quality, accuracy and completeness. May receive supervised 'on the job' training in basic discipline fundamentals.
Supervision Authority	Typically no direct reports.
Communication	Proficiently communicate ideas and concepts, developing the ability to persuade and influence others as needed.
Systems & Tools (Essential)	A basic knowledge of Microsoft Outlook, Word, Excel, and Teams. Can navigate intranet pages, conduct searches, and retrieve information. Can organize information from many sources and retain as per the prescribed format and policies. Will have some proficiency in specialty design tools and awareness of analytics and modeling, and cross-discipline data centric methods.
Systems & Tools (Desirable)	Competent in Microsoft Access and PowerPoint. Able to touch type.
HSE Capability	Use the modified text from the sample Position Description (Senior Engineer).
People Skills	Interpersonal: Builds appropriate, constructive, and effective business relationships throughout the organization; uses diplomacy and tact; is approachable; communicates clearly, accurately, and consistently both verbally and in written matters. Employs the principles of active listening and encourages feedback from others.
	Teamwork: Enjoys working in a small high calibre team with high visibility to senior stakeholders. Able to work and liaise with multiple teams and stakeholders, able to prioritise workloads and help other team members to achieve team goals.
	Action Orientation: Achieves results set by self and others, meets timelines, pushes to achieve stretch goals, and demonstrates enthusiasm, persistence and tenacity. Breaks down work into executable tasks. Acts accountable for work produced and ensures it is "right the first time."
	Intellectual Capacity: Deals with new concepts and complexity comfortably. Examines problems carefully and thoroughly and understands their interdependencies. Can pull information and ideas from many sources and see the importance of many factors.