



Structural Safety Technical Research Assistant

Reporting to: Head of Structural Safety
Status: Full-Time / Part-Time
Location: Sidcup / London / Remote

Structural Safety Technical Research Assistant

Job Specification

Reporting to: Head of Structural Safety
Team: Civil and Structural Engineering
Location: Sidcup, London, Remote

Main Purpose of Job

- Organise the logistics of site visits for inspections of higher-risk buildings for the Structures team.
- Carry out research to obtain reliable documented information for the buildings that are to be inspected.
- Assist with the management of survey report writing and distribution.
- Assist with programme and resource planning.
- Support the Head of Structural Safety with respect to their diary and ongoing commitments.
- Provide administrative support for project bids.
- Give support to the administrative team within the Structures department with respect to document management.

Key Attributes and Behaviours

- Educated to A Level or equivalent minimum.
- Experience in Word and Excel required, with Microsoft Project experience beneficial.
- Must have good telephone and communications skills.

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Hybrid working policy
- Annual leave - sell, buy & carry-over
- Health Insurance - Health Shield cash plan
- Long service award
- Incentive scheme
- Frankham Friday
- Professional qualification support
- Cycle-to-work scheme
- Death in service
- Annual season ticket loan
- Generous maternity & paternity pay

About Frankham Group

Frankham is a top 50 multi-disciplinary built environment consultancy. For over 40 years, we have delivered integrated Design, Surveying and Project Management, Infrastructure Engineering, and Risk Management solutions to the built environment. We combine technical expertise with a commitment to bringing ideas to life.

At Frankham we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work. We have held an Investors in People accreditation since 2011 and currently hold gold accreditation.

Our belief is simple – use intelligent ideas to create human benefits. From environmentally sustainable buildings to individual commissions, our projects have one thing in common, they improve peoples' lives.