



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: FM Electrical Engineer	Grade: Scale 6 – PO2
Section: Facilities Management – Hard Services	Directorate: Resident Services
Responsible to following manager: FM Assistant Maintenance Manager	Responsible for following staff: N/A
Post Number/s: 2	Last review date: December 2025

Working for the Richmond & Wandsworth Better Service Partnership

We're Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children's services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We're here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That's why, at Richmond & Wandsworth Better Service Partnership, you'll be at the forefront of innovation in local government, and we'll invest in you and offer you opportunities to grow in a way only our unique organisation can.

Job Purpose

To support the FM Hard Services team in the delivery of compliant electrical building services to all Wandsworth and Richmond Councils corporate properties.

To assist with AV set up across both Richmond and Wandsworth Council, ensuring technical support is provided for Council events and meetings.

Specific Duties and Responsibilities

- 1 Provide specialist Electrical support, as necessary.
- 2 Participate within an out of normal working hours emergency call out rota and be flexible outside of core working hours. May be required to work as part of a shift-rota.
- 3 Electrical testing, fault finding and/or repairs and replacements to:
 - Lighting internal and external, street and path lighting
 - Power including 3 Phase
 - Switchgear and associated equipment
 - Heating and ventilation systems
 - Addressable Fire Alarm Systems
 - Emergency lighting systems
 - Intruder alarm systems
 - Automatic door gear and door access systems
 - Motor Control Gear including Inverter Drives
 - Inverters
 - Plant controllers e.g. pressurisation units, compressors
 - Industrial and domestic hobs, ovens and cookers boilers
- 4 Undertake Portable Appliance Testing (PAT)
- 5 Minor Works Installations
- 6 Setting up electrical supplies for events
- 7 Supporting with AV and setting up town hall meetings
- 8 Acting as the technical lead for the council AV system, with the ability to troubleshoot and problem solve
- 9 Reporting defects using the department's CAFM system
- 10 Other tasks as directed by the line manager that are commensurate with the role and within the skill set of the officer

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.



- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Additional Information

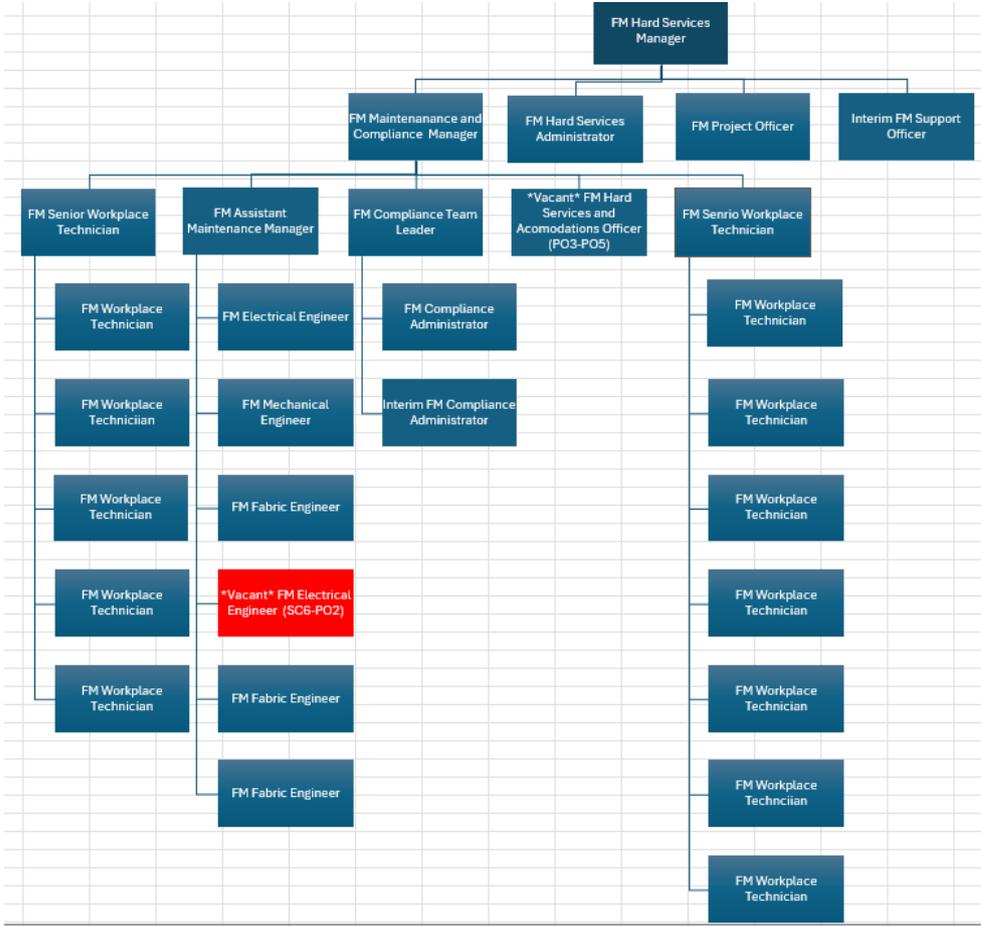
To work within allocated budgets. To maintain stock lists and inventories of materials and equipment.

The work of the FM Hard Services team will involve peripatetic working at buildings located across both boroughs. The work may also involve lone working when visiting buildings that are unoccupied. The work requires a reactive and pragmatic approach which may result in the need for working at height, working in confined spaces, or manual handling.

Progression Criteria

- Scale 6: Apprentice Electrician – note that duties shall be limited to the post holders experience and competency
- SO1 – City & Guilds 2365 Level 2 or equivalent
- SO2 – City & Guilds 2365 Level 3 or equivalent
- PO1 – NVQ Level 3 or equivalent
- PO2 – Fully qualified with Gold Card

Team structure



Person Specification

Job Title: FM Electrical Engineer (Trainee)	Grade: Scale 6 – PO2
Section: Facilities Management – Hard Services	Directorate: Resident Services
Responsible to: FM Assistant Maintenance Manager	Responsible for: N/A
Post Number/s: 2	Last Review Date: December 2025

Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Thorough knowledge of electrical installations in commercial local authority buildings	Yes		A & I
Extensive knowledge of the Council's property locations and electrical assets within each		Yes	A & I
Health and safety and Safe Systems of Working	Yes		A & I

Experience	Essential	Desirable	Assessed
Delivering planned and reactive electrical maintenance in a pressurised, customer centric environment. Troubleshooting AV issues and acting as technical lead for AV systems	Yes		A & I
Working with integrated contractors and supply chain partners	Yes		A & I
Lone working as part of a shift / duty engineer rota	Yes		A & I
Receipting and updating tasks via PDA and working with CAFM systems / Supporting AV set-up for meetings and events including town halls	Yes		A & I
Skills	Essential	Desirable	Assessed
Excellent customer focused communication skills	Yes		A & I
Good verbal, written and IT skills	Yes		A & I
Good organisational skills. Able to identify pragmatic solutions to operational problems	Yes		A & I
Ability to organise and prioritise own workload and meet tight deadlines. Ability to diagnose and resolve AV system faults independently	Yes		A & I
Qualifications	Essential	Desirable	Assessed
City & Guilds Parts 1 and 2 (Electrical Installation 2360) or recognised equivalent	Yes		A & I
18th Edition Institute of Electrical Engineers (I.E.E) Registration High Voltage and Low Voltage AP experience	Yes		A & I
AV/Music technology qualification		Yes	A & I

A – Application form / CV

I – Interview

T – Test

C - Certificate