

Job Profile

Provisional Job Title: Senior Electrical Engineer	Grade: PO5
Section: Electrical Team, Support Services	Directorate: Housing and Regeneration
Responsible to: Assistant Head of Electrical Engineer.	Responsible for: Electrical installations, maintenance services and contract management.
Post Number: H3013	Date 02/05/2024

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

- 1 Responsible to the Deputy Head of Electrical (PO6) for the management of the Council's electrical systems on their housing stock. Manages with the other Senior Electrical Manager, the day-to-day supervision of 5 Electrical Engineers (PO3), and all contractors working on or in connection with electrical installations. Ensuring all relevant health & safety design standards and service quality requirements are met, authorising orders, invoices, general HR, and admin in the absence of the Head of Electrical. Also ensuring that all relevant certification, health & safety, design standards and service quality requirements are met.



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Main Duties and Responsibilities

- 2 Act as the supervising officer in servicing term contract, or as the consultant in the case of a service sub-contract. These include testing/ rewiring of individual dwellings, door entry, emergency systems including fire alarms emergency lighting, automatic smoke ventilator systems, CCTV, Community Fibre, integrated reception systems, and lightning conductors. Ensures electrical officers and contractors adhere to all management and maintenance procedures and comply with the Council's design policy.
- 3 Acts as Project Controller for all electrical installations and door entry major works schemes. Provide briefs to enables consultants to draw up feasibility studies and specifications prior to tendering. Examines the quotation and tendered works, prepares reports and recommendations for acceptance of these. Liaises with the Leasehold & Procurement section with regards to leasehold implications and charges for work programmed to be carried out.
- 4 During the provision of the works and upon completion, ensure that the officers who will assume overall responsibility for future maintenance are acquainted with the nature and extent of the new installation. Including the provision of satisfactory operating and maintenance instructions to the user of the installation and for the acquisition of accurate record drawings. Certify practical completion, handover completion, making good defects and final completion of services installation and accounts.
- 5 Provide consultancy service to other departments, private consultants and other divisions within the service as required. Providing information and advice to colleagues, other departments, engineers, the Head of Electrical, and Capital Programming & Support Services Manager, external consultants, and other senior managers on the specific requirements for electrical work.
- 6 Ensure full detailed inspections of works and site visits for investigative surveys, feasibility surveys, or post inspections, are carried out sufficiently and frequently in person. Ensuring that proper control is exercised and that payment to contractors is properly related to the value of work and materials on site. Constantly monitors maintenance requirements and cost and service reliability to achieve the optimum lifespan of each installation and the recommendations for replacement or refurbishment are priced. Responsible for ensuring that quality of work and value for money is achieved for all works along with cost control.
- 7 Issue any further instructions required for the production/amendment of the contractors' working drawings. Approves the engineering content of the drawing and ensure that other appropriate professions participate in the approval process to control



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the satisfactory integration of the services into the building envelope or structure or landscape as appropriate.

- 8 Responsible for awarding extensions of time, issuing certificates of noncompletion and negotiating with contractors over claims. Ensure that all council audit procedures have been completed prior to the issue of final certificates.
- 9 Responsible for compliance with all approved hand-over procedures with client representatives, consultant and in the case of housing estates, with the area manager, providing the Senior Technical Manager with record drawings, maintenance manuals and feedback on technical matters.
- 10 Responsible for cost control of all projects and close collaboration with quantity surveyor where appointed and the department finance team.
- 11 Undertake management of specific interdisciplinary projects including the coordination of the works of architects, surveyors, and other professional engineers whether these professional services are provided in house or by appointed consultants.
- 12 Responsible for the briefing and co-ordination of work of appointed consultants including the competence of the Principal Designer & Principal Contractor/Contractor in accordance with CDM 2016, if applicable, to supplement the professional staff of the Housing Department and advises divisional heads of consultants' performance.
- 13 Responds within corporate timescales to complaints and enquiries from a wide range of sources including residents and their representatives, Councillors, Members of Parliament etc. Reviews systems and procedures in the light of complaints and suggestions received and recommends changes to improve service delivery standards.
- 14 Advises the Borough Solicitor on technical matters relating to electrical installation and maintenance, and acts as the Council's "expert witness" in defence of claims of injury to persons, damage to property etc. brought against the Authority. Also, on problems of interpretation and legal issues arising from dispute, arbitration, liquidation, and the administration of the contract.

Generic Duties and Responsibilities

- 15 Promotes the continuous improvement and services of the team, department, and the Council services by consistently demonstrating commitment to high levels of customer services, both for all internal and external customers and through communication and work practices.



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- 16 To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection, health, and safety.
- 17 To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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.
- 18 To understand both Council's duties and responsibilities for safeguarding children, young people, and adults as they apply to your role within the council. 50. The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- 19 To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. Deputises on an occasional basis for the Electrical Manager.
- 20 Attending evening meetings as necessary for NOI / Section 20 resident consultation meetings and will participate in the Council' stand-by arrangements to ensure continuity of service out of normal working hours and in emergencies.
- 21 Undertakes available training opportunities and shows a commitment to continuous development, maintains contact with electrical industry bodies, maximising potential and ensuring the efficient delivery of Council services, and participating in the staff development and appraisal scheme.



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Current Team Structure

Capital Programming & Support Services
Manager
MG3

Head of Electrical
MG1

Deputy Head of Electrical
P06

Senior Electrical Engineer x 2
P05

Electrical Engineers x 5
P03

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Our Values and Behaviours¹

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular –

- taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work.
- continuously seeking better value for money and improved outcomes at lower cost
- focussing on residents and service users, and ensuring they receive the highest standards of service provision.
- taking a team approach that values collaboration and partnership working

Person Specification Requirements	Assessed by A/I/T/C (see below for explanation)		
	Essential	Desirable	Assessed
1. Extensive knowledge and experience on electrical test and inspection, Knowledge of Door entry, Fire Alarm Systems, Automatic Opening Ventilation systems, Emergency Lighting systems, Lightning Protection systems, Integrated Reception systems, and Aerial systems.	A I		
2. Demonstrate an understanding of the need to promote the Councils Equal Opportunities Policy and be prepared to work to ensure the operation of this policy	A I		

¹ These values and behaviours will be developed further as the SSA becomes established.

3. Demonstrate an awareness and understanding of duties, responsibilities, and principles in relation to safeguarding children and vulnerable adults within the work role as laid out in the Children's Act 2004.	A I		
Experience	Essential	Desirable	Assessed
4. Experience in preparing memos, electrical schedules and preparing specifications.			
5. experience of contract and project management, costing and project control procedures for complex works.		A I	
	A I		
	Essential	Desirable	Assessed
6. Ability to supervise the running of maintenance contracts.	A I		
7. Ability to work on own initiative.	A I		
8. Ability to write clear, concise reports including budget costs.	A I		
9. Effective communication and organisational skills.			
10. Ability to use IT packages such as Word, Excel, and Outlook.	A I		T
11. Ability to work alone or as part of team.	A I		
Qualifications	Essential	Desirable	Assessed
1. You will be qualified to HNC/HND in Electrical/Electronic Engineering with a minimum of 5 years' experience in Building Services or alternatively possess the following qualification in Electrical testing procedures in accordance with the 18 th Edition of IET Wiring Regulations; C&G 2330, 2357, 2365 level 3 AM2 & NVQ 2356 level 3 standard or equivalent in electrical or electronic engineering or have C&G 2391, 2394 & 2395 in inspecting and testing and certification of electrical installations or relevant experience gained within the industry and substantial knowledge of electrical services.	A C		T
13. Must have a full driving licence and the use of a car and be prepared to use it for work purposes	A I		



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A – Application form / CV

I – Interview

T – Test

C - Certificate