**Job Profile**

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| **Job Title: Head of Electrical Services** | **Grade: MG1** |
| **Section: Electrical Team, Support Services** | **Directorate: Housing and Regeneration** |
| **Responsible to: Support Services Manager** | **Responsible for: Deputy Head of Electrical, 2 Senior Electrical Engineers, & 5 Electrical Engineers**  |
| **Post Number: H3102** | **Date January 2023** |

**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 for the management of the council’s electrical systems on housing stock reporting to the Support Services Manager. These electrical systems include rewiring of individual dwellings and establishment services, door-entry systems, , emergency systems including fire alarms emergency lighting, automatic smoke ventilator systems, CCTV, integrated reception systems, and lightning conductors. The postholder also attends incidents involving major supply failures & coordinates on-site actions to enable reinstatement of supplies as quickly as possible, which may include liaison with other departments & external utility companies. They ensure staff and contractors adhere to all management & maintenance procedures, and that the council's design policy is maintained.
2. The postholder is the department’s expert and main point of contact on all electrical issues , including in connection with fire risk assessments; acts as the department’s "expert witness" in defence of claims of injury to persons, damage to property etc. brought against the authority; is the department’s advisor and main point of contact for all major works schemes, regeneration projects and new build and hidden home projects and will attend associated workshops and meetings as required.
3. Advises senior managers on all aspects of tendering for electrical work, appropriate forms of tender and conditions of contract. Provides all information required for the invitation of tenders. Examines tender reports and prepares recommendations for acceptance of the most advantageous offers.

**Main Duties and Responsibilities**

1. Manages all electrical projects, initiating and analysing surveys. Responsible for a wide range of design decisions requiring expert skill and judgment. Attends evening meetings with tenants, leaseholders, contractors, consultants and councillors to explain how the scheme will affect them and their property.
2. Establishes, reviews and updates the various procedures for all electrical systems for application to on-going maintenance programmes, renewal and refurbishment projects. Amends maintenance contracts with a view to improving services whilst ensuring the on-going reduction of costs. Responsible for the management of all contractors working on or in connection with electrical installations so that all relevant health & safety design standards and service quality requirements are met. Places particular emphasis on materials used and technological advances in order to achieve best value for money in future maintenance costs, and energy efficiency;
3. Will develop an extensive knowledge of green technologies and ensure that energy efficiency and carbon reduction measures are included in all contracts where possible. Will keep abreast of all regulation changes and trends within the electrical industry and take corrective action as required. Must maintain contact with electrical industry bodies and statutory authorities over ever-changing requirements on safety and good practice relevant to public sector housing electrical requirements. Ensures that current British standard & European regulations are incorporated into major work projects and maintenance contracts
4. May be required to prepare and present reports for Housing Committee and Borough Residents Forum. Will represent the council at the First Tier Tribunal as the electrical expert.
5. Ensures systems are in place to closely monitor contractors’ performance, against contract targets, and ensures action is taken in respect of poor performance as necessary, including applying default charges as required. Ensures that payment to contractors is properly related to the value of work and material on the sites. Ensures that departmental inspection targets for invoiced works are met, and that corporate invoice payment targets are achieved.
6. Has overall responsibility for all capital projects from initial brief stage, including the supervision of consultants. Identification of schemes and recommendation for their inclusion in the capital replacement programme, preparation of briefing documentation for fee tender, assessment of fee tenders and full responsibility for approval of designs prior to consultation with leaseholders and invitation of tenders. Responsible for consultant’s recommendation to accept tenders and ultimate responsibility for approval of designs and management of the scheme through the contract to final account and commissioning. Responsible for compliance with all approved hand-over procedures with the client's representative, consultants and, in the case of housing estates, providing the manager with record drawings, a maintenance manual and feedback on technical matters. Provide expert technical input and advises Major Works with elements of specifications for fans, electrical works, fire alarms & entry call. Ensures adequate supervision of such projects.
7. Advises on the effectiveness of current maintenance contracts and recommends changes for and manages future contacts. Liaises closely with the Leasehold & Procurement Manager to ensure that the specifications for future bulk maintenance contracts fully take account of all appropriate technical, legislative, policy and service standard requirements. Drafts the specification and ensures the contract administrator role of these contracts are carried out by the electrical team. Monitor control of maintenance contractors. Current maintenance contracts include entry call, fire alarm and automatic smoke ventilators, emergency lighting, aerials, integrated reception systems, CCTV and lightning conductors
8. Responds within corporate timescales to complaints and enquiries from a wide range of sources including residents and their representatives, councillors, Members of Parliament, legal representatives and so on. . Reviews systems and procedures in the light of complaints and suggestions received, and makes changes to improve service delivery standards.
9. Responsible for agreeing extensions of time, issuing certificates of culpable delay, and negotiating with contractors over claims. Ensures that all council audit procedures have been completed prior to the issue of the Final Certificate.
10. Responsible for management, supervision and training and advancement of staff. Responsible for time-keeping, authorising leave, training and mileage as well as all general conduct, absence and discipline matters. Responsible for setting targets for staff and carrying out mid term assessments and end of year appraisals. Ensures that staff judiciously carry out their duties with regard to health and safety inspections, electrical certificates, insurance assessments and the like, in order to ensure the safety of electrical services and to protect the Council's position. Establishes, maintains and modifies such records as are considered necessary to monitor compliance with all legal and other obligations complying with CDM 2015 as required.
11. .Ensures liaison with the leasehold services ection with regards to leasehold implications and charges as a result of any electrical works carried out. In this context needs to continually update knowledge and awareness of leasehold management.
12. Negotiates with contractors at a senior level on final account settlements, resolves financial claims for delays and disruption. Ensures final accounts are audited and passed to the Leasehold and Procurement Manager promptly to enable maximum recovery of leasehold charges.
13. Manages the CCTV infrastructure for housing including reviews of use. Manages digital upgrades and reduces numbers where figures show camera usage to be minimal.
14. ensure that the Council’s asbestos database is updated when asbestos is found by staff and contractors and provide information to future contractors when attending these sites.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
2. To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
3. 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.
4. To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
5. 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**

1. Attends evening meetings as necessary and will participate in the Council's stand-by arrangements to ensure continuity of service out of normal working hours and in emergencies.

**Current Team Structure**

**Support Services Manager**

**Head of Electrical**

**Deputy Head of Electrical**

**Senior Electrical Engineer X 2**

**Electrical Engineer X5**

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| **Job Title: Deputy Head of Electrical** | **Grade: MG1** |
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| **Post Number: H3102** | **Date March 2020** |

**Our Values and Behaviours[[1]](#footnote-1)**

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

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| Requirements | Assessed by A &  I/ T/ C |
| Knowledge  |
| A – Application form (for shortlisting) I – Interview T – Test C – Certificate (original evidence) |
| 1. Detailed knowledge & experience of installing and maintaining electrical systems such as CCTV, Door Entry, Lightning Protection, Automatic Ventilation Openers, Emergency Lighting, Fire Alarms and Integrated Reception systems.
 | A / I |
| 1. Detailed knowledge and awareness of Health and Safety, electrical regulations and leasehold management practice on electrical projects and support and maintenance issues.
 | A / I |
| 1. Demonstrate an awareness and understanding of duties, responsibilities and principles in relation to safeguarding children and vulnerable adults within the work role.
 | A / I |
| Experience  |
| 1. Extensive managerial experience & ability to manage a team of electrical engineers and consultants.
 | A / I |
| 1. Extensive experience of contract and project management and project control procedures for complex works.
 | A / I |
| 1. Experience of costing complex electrical works, budgets management and monitoring.
 | A / I |
| Skills  |
| 1. An aptitude for using a range of business application software, including Word, Access, Excel, document management and web based systems. An ability to effectively support staff using this business software.
 | A / I |
| 1. Effective written and oral communication skills including the ability to formalise business scheme requirements in technical terms and explain technical issues to other professionals, departmental staff and consultants, including appropriate presentation skills. As well as the ability to communicate effectively with members of the public.
 | A / T / I |
| 1. The ability to work under pressure to meet tight deadlines and to determine competing and changing priorities for the electrical team.
 | A / I |
| 1. The ability to train and motivate staff to secure and maintain improvements in the quality of their work and improve future schemes.
 | A / I |
| 1. The ability to identify the need for change, then to introduce and manage changes designed to improve service delivery.
 | A / I |
| Qualifications  |
| 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 18th 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 / I/ C |
| 1. Must have a full driving licence and the use of a car and be prepared to use it for work purposes
 | A / I |

1. These values and behaviours will be developed further as the SSA becomes established. [↑](#footnote-ref-1)