**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title: Senior Electrical Engineer** | **Grade: PO5** |
| **Section: Electrical Team, Support Services** | **Directorate: Housing and Regeneration** |
| **Responsible to: Electrical Manager** | **Responsible for: Electrical Engineers X 3** |
| **Post Number: H3103 / H3107 / RWHSEE1** | **Date February 2020** |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth 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 of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

1. Responsible to the Electrical Manager (PO6) for the management of the Council’s, electrical systems on housing stock. ensuring the proper supervision of contractors and Electrical Engineers working on or in connection with housing electrical installations so that all relevant health & safety, design standards and service quality requirements are met. These electrical systems include rewiring of individual dwellings and establishment services, entry call, 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 & maintenance procedures, and that the Council's design policy is maintained.
2. Provides information and advice to the Electrical Manager, Business Transformation and Support Services Manager and other senior managers on the specific requirements for electrical work and produces specifications for the tendering of electrical works.
3. Act as Project Engineer for electrical installation schemes at various stages from inception and final certificates for a number of projects at various stages at any one time. This includes working on complex designs and specifications with consultants as and when necessary.
4. Manages, with the other Senior Electrical Manager, 3 Electrical Engineers (P03). Shares the deputising responsibilities for the authorising of orders, invoices, general HR and administrative tasks in the absence of the Electrical Manager.
5. Provides the day to day supervision 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. Assists in achieving best value for money for maintenance costs, constantly monitors maintenance requirements and cost and service reliability in order to achieve the optimum lifespan of each installation and the recommendations for replacement or refurbishment are priced.

**Specific Duties and Responsibilities**

1. Responsible for the standard of installations, maintenance and repair of various electrical systems, including the role of CA on maintenance contracts supervising Electrical Engineers day to day administration of such contracts.
2. Responsible for a wide range of design decisions, deal with professional problems requiring skill and judgement and co-ordinate the work of other professionals and consultants.
3. Carry out full investigative surveys and prepare detailed briefing documents for internal and external consultants.
4. Has contacts with management in other departments and negotiates with outside authorities regarding statutory approvals.
5. Assist in the initiation of projects by carrying out feasibility studies, attending meetings with client departments and participating in resident consultation.
6. Carry out surveys and assists in the preparation of reports and recommendations for future works
7. Provide outline information to enable structural provision for works to be made.
8. Ensure that design work, including specification and drawings, has sufficient detail for the invitation of tenders to enable competitive tenders to be obtained.
9. Ensure that the Council’s procurement procedures and ordering policies are followed with regards to quotations and tendered works.
10. Examines quotation and tendered works, prepare reports and recommendations for acceptance of the most advantages offers and arrange the ordering of works from the approved successful tenderers.
11. Act as supervising officer in a services main contract, or as the consultant in the case of a service sub-contract. Certify practical completion, completion of making good defects and final completion of services installation.
12. Issue any further instructions required for the production/amendment of the contractors working drawings. Approve the engineering content of the drawing and ensure that other appropriate professions are involved in the approval process to control the satisfactory integration of the services into the building envelope or structure or landscape as appropriate.
13. Arrange for detail inspection of works and visit site works sufficiently frequently in person to ensure that proper control is exercised and that payment to contractors is properly related to the value of work and materials on site.
14. Ensure that works are tested for soundness and satisfactory operation.
15. Arrange for the provision of satisfactory operating and maintenance instructions to the user of the installation and for the acquisition of accurate record drawings.
16. Agree or advises on the agreement of the final account on completion of the Works.
17. 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.
18. Responsible for the supervision of Electrical Engineers and any other temporary electrical staff as required
19. Responsible for general correspondence with services departments, statutory organisations, contractors, sub-contractors and suppliers.
20. Responsible for compliance with other departmental instructions and health and safety requirements.
21. Will utilise Saffron, Saffron Interactive, document management and relevant MS office IT systems to raise contractors' orders, inspection reports, manage variation requests, authorise payments and manage system files.
22. Will participate in the Council's stand-by arrangements to ensure continuity of service out of normal working hours and in emergencies.
23. Undertakes available training opportunities and shows a commitment to continuous development of themselves and their staff, maximising potential and ensuring the efficient delivery of Council services, and participating in the staff development and appraisal scheme.
24. Promotes the services of the team, department and the Council by consistently demonstrating commitment to high levels of customer services, both for all internal and external customers and through communication and work practices.
25. Chair pre-contract meetings on major works contracts and make site visits as required. Ensure that adequate site inspections are carried out by electrical engineers and clerk of works.
26. Attend resident NOI Section 20 meetings outside normal working hours to provide technical advice to residents on proposed installations & upgrades & why proposed works are required.
27. Responsible for giving or obtaining guidance for electrical engineers on the use of various forms of contract employed by the Housing management Division. Advise on when to consult the Borough Solicitor on problems of interpretation and legal issues arising from dispute, arbitration, liquidation and the administration of the contract.
28. Responsible for awarding extensions of time, issuing certificates of non-completion and negotiating with contractors over claims. Ensure that all council audit procedures have been completed prior to the issue of final certificates.
29. 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 technical support manager with record drawings, maintenance manuals and feedback on technical matters.
30. Liaise on regular basis, with the leasehold procurement section with regards to leasehold implications and charges as a result of work programmed to be carried out.
31. Supervise the development of designs and the preparation of working drawings and all information required for the invitation of tenders and the nomination of sub-contractors for new and refurbishments for entrycall, electrical security systems, CCTV systems , Fire Alarms Automatic and Ventilation systems, Lightning protection systems and other electrical systems to housing properties.
32. Responsible for cost control of all projects and close collaboration with quantity surveyor where appointed and the department finance team.
33. Responsible for liaison and management of external consultants and electrical contractors insofar as the standards and method of installation into housing properties and estates
34. Undertake management of specific interdisciplinary projects including the co-ordination of the works of architects, surveyors and other professional engineers whether these professional services are provided in house or by appointed consultants.
35. Responsible for the briefing and co-ordination of work of appointed consultants including the competence of the Principle Designer & Principle 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.
36. Provide consultancy service to departments, private consultants and other divisions within the service as required
37. 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.
38. Prepares and presents draft reports for Residents Forum, as required. Also attends or provide information on all major consultation meetings as the Councils leading officer with regard to electrical projects.
39. 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.
40. Responsible for instigating surveys of internal, communal and estate electrical services, leading to the provision of full and detailed briefing documents to external consultants. In this context acts as Project Controller of ensuing contracts.

**Generic Duties and Responsibilities**

1. To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
2. To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
3. To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
4. 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.
5. To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
6. 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. Manages multiple electrical projects with values up to £600k and service and maintenance contracts of varying values. Responsible for ensuring that quality of work and value for money is achieved for all works along with cost control.
2. 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. Ensuring that current British standard & European regulations are incorporated into major work projects and maintenance contracts.
3. Attends evening meetings as necessary and will participate in the Council' stand-by arrangements to ensure continuity of service out of normal working hours and in emergencies.
4. Undertakes available training opportunities and shows a commitment to continuous development, maximising potential and ensuring the efficient delivery of Council services, and participating in the staff development and appraisal scheme.
5. Deputises on an occasional basis for the Electrical Manager.

**Team structure**

**Business Transformation & Support Services Manager**

MG3

**Electrical Manager**

PO6

**Senior Electrical Engineer X 3**

PO5

**Electrical Engineer X3**

PO3

**Person Specification**

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**Our Values and Behaviours**

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:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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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. 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. 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 | | |
| 1. Managerial experience & ability to supervise a team of electrical engineers on a day to day basis. | A / I |
| 1. Extensive experience of contract management & project control procedures. | A / I |
| 1. The experience & ability to deputise in all aspects of the work of the Electrical Manager in his absence. | 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 assist the Electrical Manager to determine competing and changing priorities. Working overtime as and when required. | A / I |
| 1. The ability to train and motivate staff to secure and maintain improvements in the quality of their work and any future schemes. | A / I |
| 1. The ability to assist in identifying the need for change, then to introduce and manage changes designed to improve service delivery. | A / I |
| Qualifications | | |
| 1. Qualification to HND standard or equivalent in electrical or electronic engineering or have C&G 2391, 2394 & 2395 in inspecting and testing and certification of electrical installations and substantial knowledge of electrical services within housing properties and estates. | 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 |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**