

JOB DESCRIPTION

Post Title: Electrical Compliance Team Leader		Director/Service/Sector Repairs and Maintenance		Office Use	
Grade: Band 8		Workplace:		JE ref: 4137	
Responsible to: Housing Maintenance Manager		Date: April 2022	Manager Level:		HRMS ref:
Job Purpose: To manage a team of electricians and other trades in the operational delivery of the Councils commitment to ensuring electrical testing and repairs are undertaken in a timely manner in compliance with the industry regulations and standards. The postholder will directly manage a team of electrical trades and operate as the service Qualifying Supervisor. Monitoring the team and individual performance and compliance and identifying opportunities for improvement and addressing any concerns, providing coaching, training and staff appraisals for your area of responsibility. Act as an ambassador and positive member of the management team encouraging collaboration across disciplines and embedding a positive culture that strives to deliver excellence and promoted the Council's values and commitment to its stakeholders					
Resources		Staff	Electricians and apprentices. External Contractors		
		Finance	Budgetary responsibility for the financial monitoring of the electrical teams performance including attending budgetary progress meetings Overall budget on R&M circa £5-6m per annum. Some responsibility for allocated service budgets up to £500k,		
		Physical	Will be required to work in an office environment and will attend site meetings which will involve physical ability to work at height when required		
		Clients	Extensive contact with the Council's internal and external stakeholders lead officer for the requirements of NICEIC and health and safety bodies such as HSE.		
Duties and key result areas:					
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supervision, training advice and development to electrical staff in dispersed geographical locations around the county.

14. Undertake any training as required for your personal and professional development that will support the Council in its endeavours to provide a consistently high level of service to its users
15. Maintain your trade and management qualifications as agreed at staff meetings and appraisals
16. Manage your allocated budgetary responsibilities in support the service budget manager including contribute to the financial planning of the service that includes electrical compliance
17. Manage and monitor absences within the team including the maintenance and updating of the Councils electronic systems
18. Work with the internal and external supply chain to ensure that the electrical products used are of an high standard whilst providing best value for money
19. Monitor and arrange the maintenance and replacement of plant and vehicles assigned to your teams including the checking and inspection of the equipment and vehicles
20. Provide leadership and motivation to your team in line with the councils service standards and values
21. Support the provision of out of hours and emergency call out rotas in agreement with the Housing Maintenance Manager

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Own vehicle essential travel to work sites and offices meetings or other venues throughout the County and Region
Working patterns:	37 Hrs per week (Monday – Thursday 8.30am-17.00pm Friday 8.30am-16.00pm) Opportunity to join the Council's housing out of hours manager standby rota for which a payment is made – flexible working is available and is regulated by the councils policy
Working conditions:	Combination of office and site works as required by the service

PERSON SPECIFICATION

Post Title: Electrical Compliance Team Leader		Director/Service/Sector: Repairs and Maintenance		Ref: 4137
Essential		Desirable		Assess by
Knowledge and Qualifications				
<ul style="list-style-type: none">● Knowledge of relevant building regulations linked to construction industry● Experience of managing performance in the team you lead● Relevant professional qualification or equivalent work experience, and evidence of continued professional development● Recognised electrical qualifications (e.g.)● Time Served Electrician with NVQ Levels 2&3 or similar● Inspection and Testing City & Guilds 2391 or equivalent● NICEIC 18th Edition● NICEIC Registered Qualified Supervisor● In-depth knowledge of the main theory, procedural and practical issues relating to the service		<ul style="list-style-type: none">● Managing Health and Safety IOSH or equivalent● PAT Testing● NICEIC Fire Alarms and Emergency Lighting● ILM Level Three.		
Experience				
<ul style="list-style-type: none">● Strong record of demonstrable achievement at team leader level in an organisation delivering social housing repairs and maintenance especially in the area of electrical compliance● Experience of working as part of an effective management team● Experience of managing performance within teams● Experience of managing the technical library of the electrical contracting industry● Experience of the requirements of NICEIC● Experience of supervising staff and their productivity.● Experience of managing and leading change● Experience of working in a social housing environment● Experience of managing budgets effectively		<ul style="list-style-type: none">● Experience of working with partners and stakeholders both internally and externally to the Council● Experience of report writing for senior management● Experience of industry research linked to the construction industry best practice● Experience of developing and maintaing effective partnerships		
Skills and competencies				
<ul style="list-style-type: none">● Leadership Skills● Ability to motivate teams and individuals		<ul style="list-style-type: none">● Ability to interpret,analyse and produce relevant management information		

<ul style="list-style-type: none"> • Ability to take ownership of decision making • Ability to deliver services in line with Council standards and policies • Good level of written, presentation and interpersonal communication skills • Ability to work on own initiative or as part of a team • Ability to plan and allocate work for yourself and the team that you lead • Take responsibility for your own personal development and maintaining your skills to undertake the role • Excellent analytical / reasoning and planning skills • Good negotiation and communication skills and able to persuade others to adopt an alternative point of view. • Able to lead a part of a multi-disciplined team. • Ability to prioritise work under pressure and produce effective results on time and within targets • Report writing • Succession planning and development of others within a team – sourcing external training and managing apprentices. 	<ul style="list-style-type: none"> • Ability to manage risks and make sound judgements whilst not being risk averse 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Combination of office based working in a seated position and frequent site based visits that will involve walking, stretching, or lifting necessary equipment • Ability to access and work at height with suitable training given in safe systems of work • Regular exposure to challenging behaviours on site. Managing conflict and occasional difficult conversations with customers. Able to multitask and multi-task • Lengthy periods of concentration and mental attention • Understanding and taking action for underperformance and complacency within your team • Experience of working in a political environment • Frequent contact with public/clients in dispute with the County Council. 		
Other		
<ul style="list-style-type: none"> • Dependable and reliable • Keeps good time • High standards of honesty and integrity • Openness and respect for others 		

<ul style="list-style-type: none">• High level of initiative and works independantly with little direct supervision.		
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits