



## ROLE PROFILE

<b>Job Title:</b> Lead Electrician	<b>Role Reports to:</b> Contracts Manager	<b>Business Function:</b> R&M	<b>Evaluated Tier:</b> F
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<p><b>Job Purpose:</b></p> <p>Assist the Contracts Manager to ensure compliance with the rules of enrolment regarding the NICEIC (National Inspection Council for Electrical Installation Contracting). Ensuring all work streams, including Responsive Repairs, Voids and Planned works, are completed to the highest of standards, are in line with Service Level Agreement's and meet the requirements of both Statutory and Non-Statutory regulations. The Lead Electrician fulfils a critical role carrying out Quality Assurance Assessments ensuring the roles and responsibilities of Electrical Operatives (including subcontractors) are adhered to and certification and reports are completed to the required standard</p> <p>Working as part of the Electrical team; undertake the inspection, testing, certification and associated remedial works within both void and occupied domestic and commercial properties.</p> <p>Undertake planned and reactive electrical work on maintenance, major and minor construction work, ensuring all work undertaken is completed, ensuring safety providing excellent customer satisfaction, striving for first-time-fix.</p>	<p><b>Key Competencies:</b></p> <ul style="list-style-type: none"> <li>• Passion</li> <li>• Pride</li> <li>• Creativity</li> <li>• Accountability</li> </ul>
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**Key Responsibilities:**

1. Management, verification and countersignature of all electrical certification associated with all electrical works carried out
2. Ensure that properties remain safe and compliant by completing Electrical Installation Condition Reports and associated remedial works in line with BS: 7671, as amended, and best practice guides. Work alongside the day to day responsive repairs/Voids and EICR team to meet business needs.
3. Delivery of any technical updates, company procedures and other information to the electrical operatives.
4. Supervision and coordination of electrical operatives on the projects
5. Provide technical support to employees where required.
6. Completion of Audits and Quality Inspections for Direct Workforce
7. Maintain safe systems of work in accordance with Fix360 policies and procedures and relevant legislation / regulation.
8. Maintain high levels of Health and Safety on site at all times
9. Achieve first-time-fix by effectively locating, diagnosing and rectifying faults within strict timescales, reporting Supervisors problematic or contentious issues.
10. Undertake and complete work as directed by your line manager, supervisor or scheduler, e.g. renewal of consumer units, installation of new circuitry and additions/alterations to existing circuits, electrical condition reporting.
11. Always adhere to safe systems of work, fully complying with all Group policies and procedures and Health & Safety Legislation.
12. Efficiently and effectively organise tasks, ensuring liaison with customers, colleagues, other trades and sub-contractors / suppliers as necessary to complete the tasks profitably and to a high standard.
13. Ensure all IT devices and paperwork are completed and updated in line with instructions and procedures, completing collection orders and providing all delivery notes to the Supervisors.
14. Comply fully with all agreed working practices and processes for completing tasks and ensure that all job-related information is provided in accordance with required timescales and standards.
15. Assist line manager with the maintenance of vehicles, tools, equipment and material stocks to ensure that all legal and audit obligations are fully complied with in accordance with the company's policies and procedures.
16. Undertake additional duties appropriate to the role and/or grade

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Commercial acumen to ensure all works are cost effective and meet business needs.</li> </ul>	



	<ul style="list-style-type: none"> <li>• An understanding of basic building techniques with ability to assess general maintenance issues and take appropriate action.</li> <li>• Knowledge of Health &amp; Safety at Work Act 1974</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to undertake electrical system fault finding, repairs and installations</li> <li>• Ability to multi-skill around your core trade such as basic plumbing, tiling and patch plastering / filling small holes.</li> <li>• Strong organisational skills, with ability to prioritise a busy and reactive workload.</li> <li>• Demonstrable ability of using own initiative to make sound, commercially focused and customer orientated decisions.</li> <li>• Strong communication skills.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant inspection and testing experience</li> <li>• Previous experience of undertaking responsive repairs and voids</li> <li>• Previous experience of undertaking electrical installations within occupied domestic properties.</li> <li>• Experience of working effectively alone and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Social Housing experience</li> <li>• Experience of working with renewable technologies such as Solar PV and warm air systems.</li> <li>• Experience of working with emergency lighting and fire alarm systems.</li> <li>• Experience of working on door entry and warden call systems.</li> </ul>
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• Full UK Driving license, with Group C (Short Wheel Based vans)</li> </ul>	<ul style="list-style-type: none"> <li>• CSCS valid card (trade specific)</li> <li>• Electro Technical Certification Scheme (ECS) approved</li> </ul>



	<ul style="list-style-type: none"> <li>• Appropriate trade qualifications to a minimum of level 3 (NVQ / City and Guilds or equivalent).</li> <li>• City and Guilds 2330-07 Level 3 (Electrical Installation) or alternative evidence of electrical skills set.</li> <li>• City and Guilds 2382-10 (18th Edition I.E.E Wiring Regulations)</li> <li>• City and Guilds 2391 (Inspection and Testing) or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• C&amp;G 2399 Solar PV or equivalent.</li> <li>• Knowledge and training of BS5266 for emergency lighting</li> <li>• Knowledge and training of BS5839 for fire detection.</li> </ul>
<b>People Management Responsibility?</b>	No Line Manager responsibility	
<b>Budgetary Responsibility?</b>	No budgetary responsibility	
<b>Key Relationships (internal/external)</b>	Effective communication with customers and colleagues, in accordance with Company or Client Policies, Procedures and Codes of conducts.	

**Safeguarding of Children Young people and Vulnerable Adults**

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

<b>Key Role Performance Indicators</b>
1.

<b>Date Role Profile Created/Updated:</b>	<b>March 2020</b>
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