

# ADVANCED CRAFT ELECTRICIAN

**The Wrekin**  
Housing Group

Job Description and Person  
Specification August 2024



- To assess the work to be undertaken to meet the agreed specification and where appropriate schedule, organise relevant materials and appointments.
- To liaise with tenants & other customers in a pleasant and courteous manner and organise and follow appointments when made.
- To work in a manner with due regard to the Health and Safety procedures of the Group and be mindful of his / her own health and safety and the health and safety of colleagues and tenants at all times.
- You will be required to complete all relevant paperwork, labels and forms so as to comply with regulations.
- To be responsible for completing appropriate paperwork, labels and forms both paper and computer records associated with the work undertaken.
- You will be expected to make decisions on any remedial works necessary on a range of works/services (within your competency) ensuring the requirements of The Wrekin Housing Group customers are delivered.
- You will be expected to liaise closely with the maintenance supervisor on a regular basis to inform him/her of decisions or actions taken regarding work-related issues.
- To use (after necessary training) appropriate technology in order to undertake the duties of the post.
- To train and coach other trades operatives as required.

### **GENERAL RESPONSIBILITIES**

- To assist the Group in striving to meet its mission and to help foster a culture of continuous improvement
- To comply with the Group's Standing Orders, standards of probity relating to the Group's charitable status and Housing Corporation Regulation
- To uphold, as an individual employee, the Group's Corporate Policies, in particular in the areas of:
  - Health and Safety
  - Equal Opportunities and BME Policies
- To take responsibility for personal development, sharing knowledge and skills and learning from others
- To strive towards the delivery of excellent tenant and customer service, offering commitment, interest and enthusiasm in serving customers and resolving issues.

## **THE WREKIN HOUSING GROUP**

### **PERSON SPECIFICATION**

This is a broad outline of what is expected of the postholder.

**POST TITLE:           ADVANCED CRAFT ELECTRICIAN**

#### **QUALIFICATIONS:**

- Initial and Periodic Electrical Inspection and Testing (2391)
- NVQ level 3 or equivalent in Electrical Installation
- Level 3 Award in the Requirements for Electrical Installations BS 7671:2018 2382
- G3 Unvented hot water (desirable)

#### **EXPERIENCE:**

- Post apprenticeship experience particularly on maintenance of domestic properties
- Experienced in the delivery of boilers, bathroom and kitchen upgrades as main elements on domestic Social Housing properties.

#### **SKILLS AND KNOWLEDGE:**

- Ability to undertake other building trades with the exception of those listed in the job description
- Ability to drive and be in the possession of a current full driving licence
- Ability to work unsupervised and as part of a team
- Ability to use new technology is desirable

## **COMPETENCIES:**

- Adheres to and promotes the Group's business values. Deals with customers and colleagues with commitment, integrity and respect.
- Recognises and respects the individual value of all employees. Adopts an open, flexible and receptive approach to working with others.
- Produces accurate and high-quality work. Uses initiative and consults with manager where required.
- Articulates opinions and information confidently and clearly. Actively listens to the communications of others.
- Supports and shares information with team colleagues, actively participating in decision-making and problem solving to improve services.
- Assists in identifying problems, offering appropriate ideas to resolve them.
- Plans individual work tasks to meet deadlines. Keeps manager and other involved parties informed of progress.
- Demonstrates judgment and the ability to contribute to decision-making at a local level. Seeks advice and information when appropriate.
- Is aware of main company objectives, demonstrating flexibility in task management and priorities as required. Contributes ideas to facilitate change and improve services.
- Uses clear oral and written two-way communication to share information.