

**Housing Plus Group**  
**Job profile and person specification**

Role title	<b>Electrician</b>	Date	September 2023
Reports to	Electrical Manager	Version	2
DBS required	DBS Basic		

**Job purpose:**

To carry out electrical inspection & testing, electrical reactive and planned maintenance works. Work activity will depend on location, but will normally fall into the categories of tenanted & void properties, general repair and maintenance, prior to paint or modernizations.

**Main accountabilities:** List in order of priority, the major activities, or functions necessary to achieve the job's end results.

1	The main duty of the post is to carry out periodic inspection and testing and completing of the necessary test certification in accordance with IEE Wiring Regulations. Also to complete other electrical certification where required.
2	Carry out electrical work mainly in domestic buildings however some commercial work will also be expected, including consumer unit changes, electrical rewires, wiring upgrades, minor works repairs and fault finding.
3	To be fully conversant with all aspects of electrical installation works of both 230v and 400v.
4	Ensure compliance with the IEE Wiring Regulations at all times, and that the appropriate materials used.
5	To undertake testing of all portable and fixed electrical equipment (PAT Testing).
6	To liaise with customers to arrange appointments, access arrangements, discuss works etc.
7	Carry out and complete all works to high quality and in a competent manner and with the property being left in a clean and tidy condition.
8	To work with, and provide information relating to technical matters, to any group as directed by the Supervisor.
9	To liaise with other staff, Surveyors and Sub-contractors as necessary to ensure the timely completion of works within agreed operational targets.
10	Ensure accurate and timely completion of all paperwork including job tickets and timesheets and ensure this is passed to your Supervisor within agreed timescales.
11	To accept progress and complete accurately all works allocated via the mobile working device (PDA's).
12	Ensure that any required qualifications for your position remain valid and to ensure that any necessary training is arranged and undertaken within the specified timescales.
13	To attend meetings, training sessions and conferences as required.
14	To participate in the companies out of hour's emergency service.
15	To act at all times in accordance with the companies rules, policies, procedures and financial regulations.
16	All employees must observe and comply with the companies Health and Safety Policies and Procedures;
17	All employees must observe and continually promote the companies Equality, Diversity and Inclusion Policy.
18	Such other duties as may be required appropriate to the post

**Health and Safety:** In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Supervisor / Line Manager and/or Trade Union Representative / Safety Representative achieve our Health & Safety aims and objectives you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

**Role Specific responsibilities example**

- Nil

<b><u>Data Protection:</u></b>		
<ul style="list-style-type: none"> <li>To follow the Data Protection principles in all work activity</li> <li>To attend any training specific to the role regarding GDPR</li> </ul>		
Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities: Project Management related to role activity – managing change, implementation of new systems		Essential /Desirable
<b>Knowledge, skills and abilities:</b> Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.		
<b>1</b>	<b>Qualifications:</b>	
	A fully qualified electrician 18 <sup>th</sup> Edition Qualified 2391 Testing & Inspection Qualified Full UK Driving License Less than 6 points Basic ICT qualifications Asbestos Awareness	Essential Essential Essential Essential Essential Essential
<b>2</b>	<b>Relevant Experience:</b>	
	Demonstrate experience working as a fully qualified trades person Demonstrate experience of working in occupied and unoccupied properties Experience of working within the social housing sector Experience of using electrical software (Amtech etc) Experience of using mobile working devices (PDA's & tablets) A knowledge and understanding of health & safety regulations Windows office experience (intermediate)	Essential Essential Essential Essential Essential Essential Essential
<b>3</b>	<b>Skills and Abilities:</b>	
	Ability to work in an autonomous manner Ability to identify areas for improvement to ensure best efficiency Literate & Numerate Ability to problem solve	Essential Essential Essential Essential
<b>4</b>	<b>Customer service and quality focus:</b>	
	An understanding of the principles of good customer care	Essential
<b>5</b>	<b>Thinking Style:</b>	
	Excellent attention to detail Methodical nature	Essential Essential
<b>6</b>	<b>Communicating:</b>	
	Ability to communicate to colleagues at different levels	Essential
<b>7</b>	<b>Planning and Organising:</b>	
	Ability to prioritise work to meet deadlines for self and others	Essential
<b>8</b>	<b>Personal Motivation and Commitment:</b>	
	Self confident Self motivated - ability to work on own initiative Good listener Takes pride in their work Flexible / adaptable approach with a “can do” attitude	Essential Essential Essential Essential Essential
<b>9</b>	<b>Special Requirements:</b>	
	Able to carry out light lifting duties The ability to work outside in all weathers The ability to climb stairs, ladders and enter lofts and other confined spaces Site Working	Essential Essential Essential Essential

	Unoccupied Buildings	Essential
	Working at Heights	Essential
	Lone working	Essential
	Flexible approach to job requirements as this role is developing	Essential

**Further relevant information**

**Training Plan**

Mandatory training	Role related training	Person Specific training
GDPR Awareness	Carval system	
Fire Awareness		
Cyber Security		
Asbestos Awareness		
Safeguarding Awareness		