**Job Description**

Job Title: Electrician

Faculty / Department: Infrastructure Services / Estates and Facilities

Reporting to: Engineering Team Leader (Electrical)

Duration: Continuing

Job Family: Craft (Maintenance)

Pay Band: 6

Benchmark Profile: Craft (Maintenance) Band 6

DBS Disclosure Requirement: N/A

Vacancy Reference Number:

**Details Specific to the Post**

**Background and Context**

The University of Hull has been changing the way people think for 90 years. The University’s motto, Lampada Ferens, translates as ‘carrying the light of learning’ and over the years, we’ve shared that light with thousands of people from across the world. As England’s 14th-oldest university, we have a proud heritage of academic excellence and a history of creating and inspiring life-changing research.

The University of Hull was founded in 1927 and opened for business with 39 students and 14 ‘one-person’ departments. The University now has more than 16,000 students and around 2,500 employees, including more than 1,000 academic staff.

The University of Hull is on a journey, one that is led by our commitment to delivering excellent research and a fantastic experience; the importance of the University Estate and the services we offer has therefore never been higher.

The University’s Estates and Facilities team of over 200 people provide everything needed to design, equip, run, maintain, manage and operate our buildings. Working across the entire Estate which is 250,000m2 and consists of 113 buildings, we have talented space management and development teams who create and deliver state-of-the-art buildings and refurbishments, working closely with our student and staff communities to transform the way research and education is delivered. We have dedicated teams of skilled maintenance experts, specialists in sustainability, facilities and

accommodation management, cleaning and security to ensure we provide an outstanding experience for our communities.

Aligned to our 2030 strategy, our emerging Campus Development strategy and ambitious Carbon Neutral Campus 2027 strategy sets out a blue print for significant and sustained investment in our physical and digital estate to support the provision of world class, sustainable facilities and services to guarantee the best possible experience and outcomes for our students, staff and visitors helping ensure the successful delivery of our ambitious vision.

The Electrical Services team forms part of the Estates Operations and Compliance section, which also includes asbestos management, BMS, building services, mechanical services, grounds and gardens maintenance, legionella management, multi-skilled trades assistants and the customer support services.

The Electrical Services team, supported by specialist contractors is responsible for planned and reactive works on electrical installations and equipment throughout the University’s Estate incorporating a 24 hour provision, 365 days per year.

**Summary of Role**

The Electrician will:

* Support the Engineering Team Leader (Electrical) in the delivery of a professional electrical engineering operational service ensuring that all work is carried out effectively and efficiently with a high focus on customer service.
* Carryout planned and reactive electrical maintenance across the University estate through testing, fault finding and repair on a range of services, installations, associated plant, appliances and systems. Complete jobs safely, ensuring procedures are followed correctly, and that own work is completed on time and at all times work in compliance with the Universityʼs policies, current technical legislation and health and safety standards.
* Cooperate with the Engineering Team Leader (Electrical) to achieve set Service Level Agreements (SLA) and Key Performance Indicators (KPI).
* Actively participate in the operation of the Computer Aided Facilities Management (CAFM) system, including completion and return of all task related information.
* Undertake maintenance, repairs, minor improvement and capital works across the University as directed by management, ensuring compliance with University safety standards and procedures.
* Work appropriate to their core skills particularly around building and engineering plant and equipment maintenance, however, will progressively be trained to acquire elements of other skills with the intention of reaching levels of multi trade flexibility and competence to enable them to achieve and apply their ability where required.
* Fulfil the role of a Competent Person (CP) for a range of electrical services as required ensuring that full personal training is undertaken.
* Participate in an on-call system for emergency calls outside of normal working hours, often working with limited management supervision.
* Liaise with contractors who are working on University premises to ensure they are carrying out work in accordance with required timescales and University Health and Safety standards. Provide advice about how to tackle technical tasks, using in-depth knowledge of the University and its infrastructure.
* Provide training, technical advice and support to maintenance assistants and trainees/apprentices as required.
* Undertake a formal role acting as a mentor for Estates Apprentices with respect to training, personal development and progress assessment. Assist with work schedules to aid completion of training log books and evidence based project work which is essential for the completion of the Apprenticeship programme.
* In cooperation with the Engineering Team Leader (Electrical) assist in the development of and operate formal policies and procedures for Estate Services in respect of all electrical engineering services including Risk Assessment and Method Statements, COSHH and PUWER assessments and other statutory responsibilities.

**Specific Duties and Responsibilities of the post**

The Electrician will:

* Be responsible for the day to day organisation of their workload ensuring reactive and planned maintenance tasks are completed within agreed SLAs.
* Undertake electrical maintenance of services using a range of tools and techniques: this includes low voltage networks, fire alarm systems, emergency lighting systems, door entry systems, lighting, electrical automation and control systems, etc including all associated testing and completion of relevant electrical certificates. The work is split between planned and reactive maintenance
* The post holder will be responsible for carrying out all electrical works allocated via the CAFM system using a PDA and any other IT software systems ensuring all information, documentation and certification is correctly completed, recorded and stored.
* Carry out all works in compliance with current electrical legislation, industry standard and the University’s Health and Safety policies under the guidance of the Engineering Team Leader (Electrical) or without direct supervision.
* Support the Engineering Team Leader (Electrical) with the appointment, job allocation and observational monitoring of external contractors.
* Maintain a safe working environment in accordance with current Health and Safety legislation both for their immediate place of work and that of their colleagues.
* Assist in the inspection of equipment for insurance certification.
* Attend departmental meeting and briefings as required.
* Re-adjust plans and priorities in line with service provision and response to emergency maintenance requirements
* Utilise tools, equipment and monitoring instruments to obtain readings and test results and produce readings and results for records, and audit to meet quality assurance standards.
* Be expected to work across multi-functional trades’ teams to ensure all works are completed within priority timescales and undertake all training required within the service.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

The role holder:

1. The role holder will have practical working knowledge of the system/process/operating environment gained through formal instruction and/or experience.
2. May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with University policies and procedures. This will include the discretion to deal with non routine queries and/or issues but more complex situations will be referred to senior colleagues.
3. Will plan and prioritise own work and may be required to delegate work to others within agreed objectives.

**Main Work Activities**

### Communication

* Discusses work related issues, for example. stock requirement, makes requests for plans of buildings
* Informs team leader of work progression
* Pass on and receive information in relation to jobs from team members and other trades within the maintenance section
* Complete job sheets
* Complete paperwork in connection with work and statutory forms, for example gas safety and legionella
* Use hand held electronic devices to receive and relay information

### Team

### Under the guidance of a team leader, where necessary provide day-to-day support to other members of staff and members of staff new to the work area

* Instruct others when required to do so

### Service Delivery

* Provide maintenance support across campus, University buildings and student accommodation
* Carry out daily routine maintenance operations on various systems and equipmen
* To undertake daily electrical duties for maintenance operations on commercial and domestic facilities including fault finding and identifying and requesting materials
* To carry out all aspects of electrical works on small projects
* To carry out Planned Preventative Maintenance works (PPM)
* Be required to carry out workbench repairs and modifications
* Work across multi-functional trades teams to ensure works completed within timescales and ensure available for work during the busy periods to meet student expectations
* Participate as a member of the emergency call out team throughout the year and including bank holidays

### Planning and Organisation

• Works without direct supervision; plans and prioritises own work in order to meet deadlines

* Use a PDA to receive and complete works within priority timescales.

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
* Comply with University regulations, policies and procedures
* work on any university sites as directed
* Complete any training/retraining management consider appropriate for the position and needs of the service
* Carry out any other duties commensurate with the grade

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

**Competency Identified by**

**Knowledge and Experience**

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| --- | --- |
| Evidence of substantial experience in an electrical engineering maintenance environment  IT literate  Time served electrician and associated qualification (BS 7671) | **Application/Interview**  **Application/Interview/Test**  **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development.  Have excellent communication skills, ensuring good working relationships are maintained with Estate Services and all other customers internal and external to the department in the course of carrying out their duties.  Be tactful and have persuasive skills in respect of providing and receiving complex and sensitive information.  Possess training skills to undertake the training and/or instruction and evaluation of users of job specific systems and equipment.  Be capable of explaining operational and technical issues to estates staff and trainees, staff, departmental managers and students in respect of building and engineering systems and equipment.  Ensure good communication by maintaining sound working relationships with other estates operational staff and other department staff during the course of duty, utilising tact and persuasion in respect of providing and receiving complex/sensitive information.  At all times carry a University communication device (Pagers, mobile phones and/or two-way radios) to facilitate immediate response to emergencies.  Able to plan work using own initiative on complex systems utilising latest I.T. facilities.  Be capable of reading and understanding complex detailed engineering drawings, architectural drawings, specifications, operating instructions and operation and maintenance manuals.  Be required to walk across campus, work at height or in confined spaces and also hold a full driving licence to be able to travel to satellite sites.  Be required to participate in a 24 hour call out rota for Electrical Services and will be expected to attend out of hours emergencies at any location within the University’s estate. | **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview**  **Application/Interview** |

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| **Communication (Oral)**  Can demonstrate the ability to exchange basic information promptly and in a courteous and effective manner to students, colleagues, line managers and external contacts. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results | **Application/Interview** |
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| **Service Delivery**  Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to use initiative to recognise problems and offer solutions. | **Application/Interview** |
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| **Working Environment**  *Can demonstrate the ability to ensure that safe practice and the use of protective equipment and clothing are part of normal day to day working. Reviews and reports on working practice and the environment to highlight potential risks and hazards.* |  |
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