

Senior Electrical Engineer

REQ240820

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Management Grade 7

Job Purpose: To be responsible for Campus wide electrical maintenance, infrastructure and minor projects required to maintain the Electrical assets of the Estate to an agreed standard. To maintain and manage the condition survey of the Electrical assets liaising within Engineering to agree aspects of maintenance that are routinely undertaken by the department. To act as responsible person for selected Electrical compliance elements as deemed appropriate.

Job Duties

Technical

- To design Electrical University requirements and check external consultants/contractor design of Electrical specifications.
- To prepare specifications and tender documents for the Maintenance Programmes, appoint competent Contractors, inspect and control their works, and certify accounts as necessary.
- To provide Engineering and Capital Projects with technical advice as necessary.
- To advise the Head of Engineering of changes in legislation that may affect the maintenance and management of the University building services.
- To comment upon design proposals for minor and major alterations including Capital Projects, regarding matters affecting future maintenance of the estate.
- To act as Responsible Person for selected electrical systems for which you are deemed competent.
- To review the Electrical Condition Survey data, ensure timely updates and inclusion into the maintenance Programmes.

General

- To be responsible for the delivery of Electrical related elements of the maintenance Programmes as required in line with LU maintenance and project delivery procedures.
- To prepare, progress, coordinate and financially report upon electrically related elements of the maintenance Programme as required by University governance.
- To coordinate Project maintenance activities within Engineering to deliver an effective value for money service.
- To manage and execute both revenue and capital expenditure planned maintenance activities.
- To raise purchase orders for works and authorise payment within limits set by LU governance.

- To inspect the estate to ascertain maintenance requirements in connection with planned and preventative maintenance work.
- To ensure all work carried out by contractors under the control of the Engineering Team conforms to current H&S legislation and Technical standards.
- To carry out regular quality and Health and Safety audits on your section's work in conjunction with Safe Systems of Work and agreed working processes.
- To understand and implement Health and Safety policies and requirements for yourself and others, commensurate with your level of responsibility within the Department to enable you to discharge your duties and responsibilities safely.

Staff

- Organise and manage work allocation for direct reports.
- To conduct staff appraisals on a twelve monthly and bi-annual basis.
- To continually update personal development to extend all management and technical skills in line with the FM Personal Development plan.
- Continually improve upon attributed and competences related to the above.

Communication

- Communicate with other FM colleagues to coordinate all maintenance work and associated minor/capital projects as required.
- To liaise with Project Managers of refurbishment and new build capital projects regarding future maintenance and revenue requirements.

Training

- To promote the development of skills and qualifications of direct report staff.

Authority

- To carry out Line Manager Responsibilities in accordance with the departmental structure.
- To authorise expenditure within agreed limits.

Functional Contacts

- All staff within Engineering, Campus Living and other related Professional Services as required within LU.
- All Line Managers within FM Department and Corporate Services including Health, Safety and Risk.
- Other service departments within the University.
- School and Departmental Administrators/Operations Managers.
- Represent the Department on such Committees or working groups as required.

Standards of Performance

To ensure that:

- approved planned maintenance projects and reactive maintenance is scheduled and implemented as agreed within budget.
- works are carried out diligently and to the satisfaction of clients.
- electrical staff within the team are aware of their responsibilities, have clear targets and guidelines and are motivated.
- satisfactory customer feedback is received.
- Specifications and LU standards are being complied with

- Areas of compliance are being monitored and achieved

Personal Attributes

- Team worker
- Flexible
- Good listening skills
- Good presentation skills
- Good communicator
- Good IT skills
- Ability to problem solve

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

Corporate/Protective clothing and identity badges will be worn at all times by the employee during working hours.

Personal protective equipment will be worn when necessary for specialist work.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of Maintenance, Engineering and Sustainability.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Previous experience of repair and maintenance in connection with electrical services.	1,3
	Electrical installation design on High and low voltage	1,3
	Previous experience of managing people.	1,3
Skills and abilities	Ability to undertake regular routine repairs and maintenance work within an Electrical maintenance environment.	1,3
	Ability to design electrical installations and produce tender documentation	1,3
	HV competent and trained	1,3
	Ability to lead a team technically and ensure technical compliance	1,3
	IT literate, familiar with Excel, Word and use of hand-held tablets.	1,3
	To work with efficiency and accuracy.	1,3
	To keep deadlines.	1,3
	The ability to prioritise own work.	1,3
	To demonstrate reliability and flexibility.	1,3
	Training	A willingness to receive training and support from within the section and outside bodies.
To take ownership of self-development.		1,3
Attendance at in-house basic H&S induction. In-house risk assessment or risk management appreciation as appropriate.		1,3
Qualifications	A recognised, suitable, indentured City & Guilds Qualification in Electrical Engineering Apprenticeship.	1,3
	Minimum HND or Degree in Electrical Engineering.	1,3
	To possess a full clean driving licence.	1,3
Other	To be prepared to work additional hours when necessary.	1,3
	To be available for emergency call-out on a rota basis to be detailed by the Mechanical Services Asset Care Manager.	1,3
	To observe the University's Equal Opportunities Policies.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working within a large maintenance organisation.	1,3

	Experience of working in occupied premises.	1,3
Skills and abilities	To possess good interpersonal skills.	3
Training	To have been active in self-development during recent years.	1,3

Conditions of Service

The position is full time and open ended. Salary will be on Management Grade 7 £45,585, to £54,395 at starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment Grades 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>