Estates and Facilities Management

Maintenance Electrician

REQ260829

School/Department summary:

The Estates and Facilities Management team at Loughborough University is central to creating the world-class campus experience for which the University is known. We are a large and diverse team made up of Catering, Residential, Domestic, Projects, Operations, Maintenance, Engineering, Sustainability and Space teams. Together, we manage and develop one of the UK's largest single-site campuses, ensuring that its buildings, grounds, infrastructure and support services are sustainable, stylish and set up for success. We work collaboratively to support our students, colleagues and partners, helping to shape the exceptional campus environment we are consistently recognised and awarded for. Above all, we take pride in creating a welcoming, vibrant and authentic workplace where everyone can thrive and we welcome likeminded individuals to join us and be part of our future.

Job Description

Job Family and Grade: Operational Services Grade 4

Job Purpose

The Maintenance Electrician will be part of a technical response team ensuring asset management, H & S, statutory, work processes and compliance tasks are carried out safely and on time. All of which are to be delivered within budget and standards; whilst ensuring performance is not compromised.

Job Duties

- The maintenance, repair and replacement of electrical plant and equipment, including control circuitry for heating, ventilation and boiler equipment.
- Minor installation works in existing buildings
- To be available for emergency call-out on a rota basis
- Help Implement a continue process of reviewing cost effectiveness / savings within dept.
- Ensure all works are carried out effectively and efficiently in accordance with established working procedures / LU Policies.
- Ensure all PPM programmes- planned and reactive works are delivered on time. Reporting any issues via established protocols.
- Ensure that all work is planned, recorded and visible through the FM asset management tool.
- Provide information and support for audits, KPI's to enable data analysis to be conducted.
- Request materials.
- Ensure work carried out is compliant with all relevant regulations.
- Ensure PDR process is conducted and followed.
- Conduct risk assessments in line with duties and ensure method statements are complied with.
- Liaise with external contractors to deliver electrical installations and maintenance in-line with specifications.
- Deal with incoming enquiries from Customers.
- Complete ad hoc duties as required.
- Be pro-active in undertaking training and development as required for the role

Points To Note

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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 outlined in the document.

Organisational Responsibility
Reports to the Electrical Services Manager

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

1 – Criteria measured within the Application
2 – Criteria measured at Test/Assessment Centre/Presentation
3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Substantial experience of delivering electrical maintenance services on a large customer-based location.	1,3
	Experience of working within an electrical team.	1,3
	Experience of working in occupied premises.	1,3
	Experienced in compiling job plans, method statements and risk assessments.	1,3
	Familiar with reading and interpreting engineering and building schematic drawings.	1,3
Skills and abilities	Able to work on own initiative, being proactive in foreseeing and addressing problems or issues.	1,3
	Skilled in planning and organising work schedules for planned maintenance and planning other works across a complex site.	1,3
	Able to communicate effectively with staff, customers and colleagues verbally and have report writing skills.	1,3
	Be computer literate, able to read and work with installation drawings, MS excel, MS word.	1,3
	Demonstrate ability to advise on costs and scheduling for building services related work and monitor costs.	1,3
	Demonstrate ability to specify to a high degree of accuracy maintenance task, schedules, method statements and risk assessments.	1,3
	Demonstrate ability to work alone or as part of a team and be able to take responsibility for all facilities related work.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management, and ability to use maintenance management software	1,3
Training	A willingness to undertake future training as required.	1,3
Qualifications	City and Guilds Electrical Technical Qualifications or equivalent.	1,3

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	BS 7671 “current” Edition Requirements for Electrical Installations	1,3
	To have served an indentured apprenticeship or equivalent experience or equivalent practical experience.	1,3
Other	Uphold and actively contribute to the University’s commitment to Equity, Diversity and Inclusion.	1,3
	To be available out of hours (CALL OUT ROTA).	1,3
	Full Driving Licence required	1,3

Desirable Criteria:

Area	**Criteria**	**Stage**
Experience	Be able or willing to develop expertise in specific legislative disciplines e.g. HV and fire safety.	1 / 3
Skills and abilities	Competent with AutoCAD or equivalent.	1 / 3
	Competent or familiar with CAFM system “Archibus”.	1 / 3
	Asbestos training for fuse boxes A33	1 / 3
Qualifications	Recognised Management Qualification	
	Demonstrate evidence of continual personal development.	

Conditions of Service

The appointment will be subject to the University’s Terms and Conditions of Employment relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University’s commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We’re proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you’ll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our **vision and values**.

Our Accreditations

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We strive to create a culture that supports equity 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 career.

We are proud to be a Race Equality Charter Member. The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).

We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.

We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.

We are proud supporters of the City of Sanctuary movement and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.

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