



Job Specification

For: G5 Electrical Technician

Ref: VR/01267

Job Description

Overview

As part of a team of maintenance technicians, use electrical maintenance skills to ensure effective delivery of the university's maintenance function. Carry out the day to day planned and reactive maintenance of electrical elements, across the whole campus. At all times work in compliance with the University's policies, current technical legislation and health and safety standards. This role will be primarily located within the East area Engineering & Maintenance zone.

Person Specification

You should provide evidence in your application that you meet the following criteria. We will use a range of selection methods to measure your abilities in these areas including reviewing your online application, seeking references, inviting shortlisted candidates to interview and other forms of assessment action relevant to the post.

The University is proud to be a Disability Confident Employer, we commit to recruit and retain disabled applicants and support positive action. We encourage disabled people to apply for our jobs and to have the opportunity to demonstrate their skills, talent and abilities at the interview stage. We commit to offer an interview to disabled applicants who meet the minimum criteria for the job.

Criteria

Essential

1. An apprenticeship in electrical engineering or an equivalent qualification.
2. A suitably qualified electrician with experience of electrical maintenance, repairs, installations, i.e., C&G 2365 Levels 2 & 3 and C&G 2392.
3. A comprehensive working knowledge of current, relevant health & safety legislation is essential to meet the job requirements.
4. Knowledge of electrical installations as well as the products and services available for maintaining these.
5. BS7671 18th Edition IET Wiring Regulations and an understanding of the legislation in relation to electrical installations, i.e., C&G 2382-22.
6. Excellent communications and interpersonal skills to communicate effectively with customers, contractors, and suppliers.

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7. Ability to work as part of a team and on own initiative.
8. Ability to prioritise and make decisions effectively with an appreciation of longer-term implications.
9. A flexible and positive approach to work.
10. An ability to deal with people at all levels of the organisation in a professional and competent manner.
11. Excellent organisational and time management skills.

Desirable

12. Technical Professional Registration or the willingness to work towards it.
13. A willingness to work out of hours.
14. Full current driving licence.

About the Team

The Department of Estates and Facilities Management (EFM) at the University is responsible for maintaining the University's buildings, facilities, and grounds, managing its property and facilities, and procuring new buildings.

The University's estate contains a wide and varied range of properties which understandably present their own challenges. Some, such as the Arts Tower, are of great architectural importance and must be preserved as part of our national heritage, whilst others such as the award-winning Information Commons and the Students' Union are modern and sophisticated in their design and servicing.

Job Description

Main Duties and Responsibilities

- Carry out planned and reactive electrical maintenance across the whole campus 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

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completed on time and at all times work in compliance with the University's policies, current technical legislation and health and safety standards.

- As directed by the supervisor, prioritise jobs in order of urgency. This involves drawing upon depth of knowledge, skills, experience and expertise to deal with the job in hand. Make decisions on the methods to be used and the sequence of actions.
- 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, etc including all associated testing and completion of relevant electrical certificates. The work is split between planned and responsive maintenance.
- As directed by the supervisor, 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.
- Liaise with and maintain good relationships with key contacts in University departments to let them know about work being undertaken and keep them up to date with progress.
- Responsible for reporting stock levels of consumables to enable planned and reactive maintenance to be achieved.
- Maintain personal tools, equipment and vehicles, taking responsibility for the safe keeping of these. Complete regular checks on vehicles to ensure it is in good condition.
- Respond to requests for assistance at the University outside normal working hours in accordance with the departments' call-out procedures. The post will be required to participate in a formal on-call rota to provide emergency responses across the University Estate. Participation in this rota will be determined by the University in accordance with the on-call provisions.
- As a member of our Professional staff you will be expected to demonstrate a commitment to the professional behaviours set out in the Professional Framework. ● Any other duties, commensurate with the grade of the post.

Reward Package

Terms and conditions of employment: Will be those for Grade 5 staff.

Salary for this grade: £25,742 (£14.14/hr) - £29,605 (£16.27/hr) per annum. Potential to progress to £32,332 (£17.76/hr) per annum through sustained exceptional contribution.

This post is open ended.

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This post is full-time:

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post.

If you join the University, you will have access to a Total Reward Package that includes a competitive salary, a generous Pension Scheme and annual leave entitlement, as well as access to a range of learning and development courses to support your personal and professional development. You will have access to your own personalised portal where you can also access a comprehensive selection of benefits and offers to suit your changing lifestyle needs, for example financial wellbeing, travel options, shopping, and cinema discounts.

The University is committed to tackling the global climate emergency. Our sustainability strategy forms an integral part of all we do. We strive to embed this in all areas of university life, from our students' education, the globally impacting international research we contribute, to campus life.

We aim to empower staff to work sustainably by giving them the knowledge to make ethical decisions at work and home. Staff have the opportunity to be involved in impactful sustainability projects through the nationally recognised Green Impact scheme.

Staff have access to excellent green benefits including the cycle to work scheme with discounts and free secure bike storage, as well as many greener choices across campus.

If you have an interest in this area, the university will strive to passionately support you in these commitments.

The University recognises the importance of creating a positive environment, whereby all staff feel able to talk openly and with trust about wellbeing and mental health.

Our Staff Wellbeing offer, encourages and supports staff to maintain their own positive health and wellbeing through a range of accessible, inclusive, and supportive services and activities.

Our leadership development has been designed to ensure that our leaders have the knowledge, skills and behaviours needed by the University.

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Inclusion at the University is everyone's responsibility. Our vision is to build a University community that actively attracts, engages and develops talented individuals from many different backgrounds.

We are proud of our award-winning equality, diversity, and inclusion action, and we continue to work to create a fully inclusive environment where everyone can flourish.

Selection – Next Steps

Closing date:

Following the closing date, you will be contacted by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held late January/early February 2024. Full details will be provided to invited candidates.

Creating a remarkable place to work

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching, and student experience.

We are consistently ranked in the top 100 of the world's universities, but there's so much more to us than that. By joining the University, you will be joining award-winning teams and departments who are all working together to make the University a remarkable place to work.

Compiled by : **Fiona Louch**
Compiled on : **12/15/23**

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