

Job description

Job title: Electrical Inspector

- Grade: SO1 / SO2 (additional market supplement of £7,000)
- Reports to: Senior Electrical Engineer
- Direct reports: None
- Your team: Capital Programme Delivery – Engineering
- Service area: Housing Property Services
- Directorate: Homes and Neighbourhoods

Special requirements of the post

Workstyle: Roaming (Medium presence, two days a week)

Colleagues whose activities are a mix of remotely and periodic onsite work and/or meetings with third parties and businesses, going on site visits, and occasional resident engagement

This post requires a DBS check at the appropriate level (Basic)

This is a safety critical post and will be subject to the council's drug and alcohol policy

This post is subject to the council's declaration of interest procedure

Our mission

Islington is a place rich with diversity and culture. As a council our sense of purpose couldn't be clearer: we serve. It's in the logo. We are committed to challenging inequality in the borough and as one of the largest employers we know that to look after the place and the planet, we have to look after our people. **Together we can change the future.**

To do this, everyone who works at Islington Council lives by a set of values which guide us in everything that we do: collaborative, ambitious, resourceful, and empowering. They spell out 'CARE', which is what we think public service is all about.

Overview of the role

Deliver professional electrical inspections, including condition surveys and technical reports aligned with industry standards and Islington Council's quality requirements. Share findings with engineers, asset managers, and contractors. Support the electrical engineer when needed, with strong skills in project administration and ICT tools.

Interpret and evaluate electrical designs, inspect works, diagnose faults, contribute to procurement selection.

Key responsibilities

1. The key responsibility of the Electrical Inspector will be to ensure all aspects of electrical work carried out on site by contractors meet the exacting requirements of the project, technical brief, specification and drawings and legislation requirements.
2. The Electrical Inspector will maintain detailed diaries and site notes daily.
3. The Electrical Inspector shall establish and maintain good channels of communication with client officers, contractors, residents, colleagues and stakeholders.
4. Undertake adequate site inspection and monitoring on all assigned projects and covering for colleagues from time to time as required.
5. Assist with the preparation of project reports for Committees, Area forums, Working Parties, Client Organisations, Tenant Associations and external agencies. Provide effective liaison and attend such meetings as required.
6. Provide the highest standard of on-site quality assurance and audit inspection. Provide relevant information and advice to ensure budget control and contract management are achieved on all projects and contracts, paying particular attention to Health and Safety, Contractual Obligations, Contractor Performance, Client Satisfaction Quality and Cost and Maintenance Implications.
7. Provide on-site inspection of engineering installations and equipment and, advise/report on related conditions and appropriate remedial works where necessary in the prescribed format.
8. Assist the engineering team and Senior Electrical Engineer in providing advice and guidance as appropriate concerning on-site engineering solutions, specifications, maintenance requirements, estimates, selection of materials and equipment and inspection regimes etc.
9. Ensure that work is in accordance with the relevant standards, statutory regulations.
10. Provide on-site survey information in order to assist in the preparation of scheme drawings, specifications and contract documents.
11. Ensure effective briefing, direction and liaison is provided. Assist in examining schemes for feasibility, viability and for adherence to Islington Council standards, policies and practices.
12. Liaise as directed with consultants, statutory authority, and other relevant organisations.
13. Inspection and testing of completed projects, preparation of schedules of defects,

checking of remedial works and completion of appropriate records/certificates for internal use.

14. Advise on the appraisal, selection, appointment and performance of contractors and sub-contractors.

GENERIC DUTIES:

15. Ensure services are provided in accordance with Islington Council's commitment to "Best Value" and high-quality service provision to service users.
16. Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
17. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
18. Undertake continuing professional development, relevant training, seminars, supervision sessions and other events.
19. Achieve appraisal targets, service outcomes and outputs as agreed with your line manager.
20. At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Council policies and procedures.
21. At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.
22. Perform any other reasonable, minor and non-recurring duties, appropriate to the post as many be directed.
23. Please note your salary will include an additional market supplement of £7,000 which will be paid in monthly instalments on top of your basic salary. The Market Supplement is reviewed each year considering market factors and vacancies and is subject to change.

Compliance

Ensure adherence to legal, regulatory, and policy requirements under GDPR, Health and Safety, Employee Code of Conduct and in your area of expertise by identifying opportunities and risks, and escalating issues as necessary.

Person specification

Your application form needs to demonstrate how you fulfil the role's requirements. It is essential to address the criteria, as this will be used to evaluate your suitability for the position.

Essential Criteria

Essential criteria	Criteria description	Assessed by
1	Higher National Certificate in building services, engineering or equivalent with practical experience. AND / OR	Application/Interview
	Completion of a recognised apprenticeship or training programme with subsequent general experience of building services engineering	Application/Interview

Skills

Essential criteria	Criteria description	Assessed by
2	Possess excellent detailed technical knowledge of electrical installations for lighting and power CCTV, door entry systems and their repair, refurbishment and installation.	Application/Interview/Test
3	Ability to communicate and direct, both verbally and in writing, other members of staff within the office, other council departments, area offices, working parties, external clients, agencies, elected members, residents and consultants.	Application/Test
4	Ability to write technical reports.	Application/Interview/Test
5	Ability to investigate and recommend solutions to service engineering design and maintenance related technical problems.	Application/Interview

Essential criteria	Criteria description	Assessed by
6	Ability to plan and deliver small projects within budget and to agreed timeframes.	Application/Interview
7	Ability to assist with staff training, development, welfare and safety of staff within the service	Application/Interview
8	Ability to supervise work in progress.	Application
9	Ability to liaise with other members of the design and/or maintenance team.	Application/Interview
10	Knowledge of building services design and specification, project management and planned maintenance programmes.	Application/Interview
11	Ability to provide onsite inspection of engineering installations and equipment.	Application/Interview
12	Possess broad knowledge of services engineering, Statutory regulations, codes of practice and British Standards.	Application/Interview/Test
13	Possess broad knowledge and experience of a range of different engineering forms of contract.	Application
14	Ability to attend evening meetings.	Application/Interview
15	Ability to advise on the appraisal, selection and appointment and monitoring of contractors and sub-contractors.	Application/Interview

Essential criteria	Criteria description	Assessed by
16	Ability to deliver service to public within the Dignity for All policy.	Application/Interview
17	Ability to operate within agreed fee level and time allocation.	Application/Interview
18	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service.	Application

Our accreditations



Our accreditations include Disability Confident Leader, The Mayor's Good Work Standard, London Living Wage Employer, Stonewall Diversity Champion, and Employer with Heart.