

# Job description

## Job title: Electrical Engineer

- Grade: PO2/PO3 (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

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

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

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

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## 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

To provide a professional electrical engineering service, specifying and designing new electrical systems, inspecting works, fault finding, undertaking procurement, acting as contract administrator and project manager for electrical projects undertaken by the council.

## Key responsibilities

1. Manage and progress multiple projects at any one time, both during the design and specification stage, while work is on site and during the defect liability period ensuring projects are delivered on time and to budget and to specification.
2. Provide technical representation where required for committees, area forums, working parties, client organisations, tenant associations, external agencies and other project stakeholders. Arrange and attend stakeholder meetings as required which will include a high degree of resident consultation.
3. Represent the Snr Electrical Engineer when developing and delivering projects with clients and stakeholders to ensure projects are accurately scoped and delivered to meet the council's objectives.
4. Deliver and maintain the highest standards of contract administration, design and budget control on all projects and maintenance contracts. Ensure stakeholders are kept fully briefed and engaged on all aspects of each project.
5. Ensure effective briefing, direction and liaison and appointment of any consultants who may need to be appointed.
6. Lead on procurement, design and preparation of schemes, specification, maintenance requirements, and estimates along with the project and contract management.
7. Keeping up to date with the latest electrical standards including Building Regulations, Planning Policy, Sustainable Design and any other standards required to deliver the council's programme of work.
8. Provide assistance and advice to technicians and inspectors regarding relevant standards and statutory regulations.
9. Act as lead officer on feasibility studies, viability and for adherence to Islington Council standards, policies and practices.
10. Undertake inspections as and when required to ensure the electrical works meet standards set out in contract documents.
11. Review tenders, specifications, accounts, claims and contract variations submitted by contractors for accuracy and authorise / investigate further as appropriate.
12. Liaise with other departments concerning design, maintenance and user satisfaction feedback. Prepare lessons learnt reports where required.

13. Undertake investigations, continued professional development and research concerning new techniques, systems and solutions in engineering services. Provide reports on areas of legislation changes and future works which may result from these changes.
14. Manage and monitor all projects within fee allocation and budget available and take corrective measures where required.
15. Advise on the appraisal, selection, appointment and performance of contractors and sub-contractors.
16. Take responsibility for the project management of medium/ large sized projects and/or maintenance contracts including working with junior members of staff (including students) to develop their understanding of contract administration and project management.
17. Carry out project management duties which may involve supervising the work of other staff within the project team.

The role may include the following areas:

- Co-ordination with client at inception stage
- Feasibility, funding and detailed design
- Health & Safety requirements
- Statutory Regulations
- Preparation of specification and drawings
- Procurement process for medium sized projects
- S20 Leaseholder Consultation
- Resident Consultation and feedback
- Resolution of complaints
- Site quality control and delivery
- Resolution of disputes
- Commissioning and testing
- Handover documentation review
- Final account and defects liability
- Statutory testing and ongoing maintenance requirements

## **GENERIC DUTIES:**

18. Ensure services are provided in accordance with Islington Council's commitment to "Best Value" and high-quality service provision to service users.
19. Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
20. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
21. Undertake continuing professional development, relevant training, seminars, supervision sessions and other events.
22. At all times carrying out responsibilities and duties in accordance with all relevant legislation, codes of practice and Council policies and procedures.

23. At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.
24. Perform any other reasonable, minor and non-recurring duties, appropriate to the post as many be directed.
25. 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 in light of market factors and vacancy rates 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	<p>Qualified as a Chartered Engineer or full member of the Chartered Institute of Building Services Engineers, with considerable relevant experience</p> <p>AND / OR</p> <p>Hold a degree or Higher National Diploma in Building Services Engineering or other relevant qualification with considerable suitable experience working as a project leader on medium / large projects or maintenance and repair programmes or professional building services engineering projects.</p>	Application/Interview

# Skills

Essential criteria	Criteria description	Assessed by
2	Possess excellent detailed technical knowledge and skills to develop specifications for electrical repair and refurbishment works and electrical requirements for low carbon installations and ability to undertake contract administration for works on site.	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/Interview/Test
4	Ability to write technical reports relevant to the role.	Application/Test
5	Ability to creatively solve engineering design and maintenance related problems.	Application/Interview/Test
6	Possess excellent project management skills in order to plan, programme and deliver projects on time and within previously agreed budgets and fees and to monitor and control costs at all stages.	Application/Interview
7	Ensure projects are delivered in a cost effective and competitive manner, undertaking value engineering exercises throughout.	Application/Interview
8	Assist in developing, planning and implementing policies for the Building Services Engineering department to meet all council requirements for electrical engineering	Application/Interview
9	Assist with staff recruitment, training, development, welfare and safety of staff within the service.	Application
10	Ability to coordinate and lead on a number of medium / large sized projects including working with and coordinating other building professionals.	Application/Interview

Essential criteria	Criteria description	Assessed by
11	Ability to appoint, brief, direct liaise and monitor consultants.	Application/Interview
12	Possess broad knowledge of services engineering Statutory regulations, codes of practice and British Standards in particular for new build projects.	Application/Interview
13	Possess broad knowledge and experience of a range of different engineering forms of contract.	Application/Interview/Test
14	Ability to attend, and chair and minute contract and resident meetings.	Application
15	Ability to advise on the appraisal, selection and appointment and monitoring of contractors and subcontractors.	Application/Interview
16	Ability to adhere to and deliver services to the public within the Council's Dignity for All policy.	Application/Interview

## 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.