

Job description

Job title Senior Electrical Engineer

- Grade: Grade P05 (additional market salary supplement of £8000)
- Reports to: Group Leader Electrical Team
- Direct reports: Up to 4 Electrical Engineers and 2 Electrical Inspectors
- Your team: Capital Improvement Team, Mechanical & Electrical
- Service area: Housing Property Services
- Directorate: Homes and Neighbourhoods/Resources

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

This post is designated as politically restricted

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

The Senior Electrical Engineer will be responsible for managing a small team of electrical engineers and electrical inspectors and organising and delivering cyclical maintenance to electrical installations and electrical plant and replacement of life expired components/installations on time and to budget. The Senior Electrical Engineer will support the Group Leader in the development of service strategy and ensuring the asset management data base is kept up to date.

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. Develop appropriate design briefs, feasibility studies, specifications and tender documentation. Advise Group Leader on appropriate forms of contract for delivery of work.
3. Work closely with the Capital Improvement Team to deliver electrical works packages to residential buildings and new build projects if required.
4. Work closely with Islington's procurement team in order to procure and appoint contractors and consultants as necessary.
5. Take overall responsibility for all pre-contract design work and ongoing maintenance requirements. Liaising with other Council departments, end users and other stakeholders.
6. Take responsibility for ensuring the electrical engineering section of the Asset Management Data base is accurate and kept up to date.
7. Prepare reports for senior management team, committees, area forums, working parties, client organisations, tenant associations, and external agencies. Attend meetings as necessary to present reports.
8. Ensure excellent communication, consultation and liaison with all stakeholders through preparing briefings, correspondence, attendance at meetings etc.
9. Ensure the highest standard of design, budget control and contract management is achieved on all projects carried out by the team, paying particular attention to Health and Safety, Accessibility, Energy Efficiency, Zero Carbon, Sustainability and Maintenance.
10. Allocate projects and contract responsibility in consultation with the Group Leader. Ensure that adequate staff resources are available to complete and manage projects within programme, cost and fee allocation.

11. Provide advice and guidance as appropriate to other team members concerning procurement, design criteria and preparation of schemes, specifications, maintenance requirements, estimates, selection of materials and equipment, project and contract management.
12. Ensure that work is carried out in accordance with relevant standards and statutory regulations. Assume role of Contract Administrator/Employers Agent.
13. Liaise and negotiate with Government departments, consultants, statutory undertakings and other relevant organisations.
14. Ensure adequate investigation, continued professional development and practical research is carried out concerning new techniques, systems and solutions in engineering services.
15. Assist and contribute to the implementation of a processes and procedures of the Electrical team. Ensure that the Electrical Engineering team as a whole is working efficiently and where required to take necessary corrective measures.
16. Provide advice on the appraisal, selection, appointment and performance of contractors and sub-contractors.
17. Lead on all aspects of large and complex projects and/or maintenance contracts including the co-ordination of work by other staff. Take responsibility for supervising and checking the work of other staff within the team who are working on these projects and/or maintenance contracts.
18. Project/ Work Supervision Responsibilities:
 - Prepare on-going programmes of resource and fee income.
 - Undertake all day-to-day management of staff within the Electrical Engineering team.
 - Ensure that the service is provided in a cost effective and competitive manner.
 - Assist, as directed, on the recruitment, training and development, welfare and safety of staff.
 - Ensure adherence to Statutory Regulations, Contract Law and Islington Council's Standing Orders and initiate corrective action as necessary.
 - Assist the Group Leader in monitoring and controlling the team's budgets.
 - When supervising others ensure that they carry out duties to meet Health and Safety requirements and regulations, including CDM regulations, both within the Council premises and on site.

Additional

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).
- Any additional duties consistent with the grade and level of responsibility of this position, for which the holder possesses the required experience and/or training.

Budget responsibilities

Responsibility for capital improvement budgets associated to works undertaken by the section.

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 and desirable criteria

Essential: the basic requirements that must be met for someone to be considered for a particular job. These criteria are mandatory and cannot be negotiated. Essential criteria directly impact the core qualifications or skills necessary to perform the job effectively.

Desirable: the additional qualities, skills, or qualifications that would be advantageous for a candidate to possess but are not mandatory. Not meeting them does not automatically disqualify someone from consideration for the job. This also allows candidates who do not possess certain desirable criteria the opportunity to explain how their other knowledge, experience and skills relate to these and what they may be in the process of doing or willing to do to achieve these.

Knowledge, experience, and skills

Point	Criteria description	Essential/desirable
E1	Chartered Engineer or member of the Chartered Institute of Building Services Engineers or equivalent with a minimum of 6 years post qualification experience designing and maintaining electrical installations and plant.	Application
And or		

Point	Criteria description	Essential/desirable
	<p>An NVQ level 3 (or equivalent) in building services or suitably related subject with a minimum of 6 years post qualification experience designing and maintaining electrical installations and plant.</p>	
E2	<p>Ability to prepare programmes of work and project manage electrical projects of a complex nature, so as to plan and deliver projects on time and within budget while monitoring and controlling costs at all stages.</p>	Application/Interview/Test
E3	<p>Ability to undertake electrical engineering design work for the installation of new plant and equipment.</p>	Application/Interview/Test

Point	Criteria description	Essential/desirable
E4	Excellent technical knowledge and experience to be able to accurately prepare refurbishment and maintenance specifications for electrical installations and plant.	Application/Interview/Test
Experience		
E5	Excellent knowledge of building services statutory regulations, codes of practice and British standards.	Interview/Test
E6	Possess a good and up to date working knowledge of building services forms of contract.	Application/Interview/Test
E7	Ability to write technical reports.	Application/ Interview /Test
E8	Ability to creatively solve service engineering design and maintenance related technical problems	Application/Interview
Skills		
E9	Possess good commercial acumen in order to ensure procurement of works achieves excellent value for money.	Application/Interview

Point	Criteria description	Essential/desirable
E10	Ability to assist in the development, planning and implementation of policies for the Building Services team.	Application/Interview
E11	Take responsibility for ensuring the electrical engineering section of the Asset Management Data base is accurate and kept up to date.	Interview
E12	Ability to assist with staff recruitment, training and development.	Interview
E13	Ability to organise and coordinate the workload and resources of a team of services engineering staff efficiently, including planning and monitoring workloads.	Interview/Test
E14	Ability to appoint, brief, direct and liaise with and monitor consultants.	Interview
E15	Ability to advise on the appraisal, selection, appointment and monitoring of contractors and sub-contractors.	Application/Interview

Point	Criteria description	Essential/desirable
E16	Ability to attend evening meetings	Interview
E17	Ability to adhere to 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.