Post Title: Lead Electrical Engineer

Grade: I

# Job Purpose

To actively and effectively promote the Council’s vision, values, aims, objectives and priorities, putting our citizens first through the delivery of best value services.

Undertake high quality electrical, energy or infrastructure works of a specialist nature across the city. The postholders will be responsible for the safe installation of our own in-house developed prepayment metering solution on the Nottingham district heating network. The works will be scheduled for Monday to Friday appointments, some out of hour’s visits may be required based on customer demand for which time off in lieu will be given. The postholders will be fully qualified and able to test and certify works to NICEIC/NAPIT standards by completing minor works certificates. Other works may include works associated with London Road Heat Station, the District Heating Network and associated assets and further managing all other delivery sites as required supporting the service.

Responsible for certifying that works have been completed to accreditation standard.

# Service Leadership Expectations

As a service leader you will be expected to demonstrate our core behaviours, built around

four central themes:

* **Leading People**: by building high performing teams, empowering and motivating others and being a role model for the organisation and its values.
* **Equality Diversity & Inclusion**: by creating a culture of respect and inclusivity in the services we provide and embedded within our workforce.. Ensuring Equality, Diversity and Inclusion, are fully considered in all our decisions and we give due regard to advancing equality.
* **Change & Innovation**: by driving change and a culture of continuous improvement, exploring new and innovative ways to design and deliver our services.
* **Collaboration**: by working across boundaries, building relationships and creating joined up services to deliver the best outcomes for the people of our city.

# Specific Duties

1. Actively promote and embed Equality, Diversity and Inclusion through all actions and in accordance with the organisation's EDI Strategy and objectives.
2. Contribute to our corporate responsibility in relation to climate change by taking action and limiting the carbon impact of activities within your role and championing this work.
3. Managing projects including early contractor involvement, direct management of programmes and individual projects on site and on the network and the allocation of work and resources with an emphasis on 'on time/on budget'.
4. To carry out the installation and maintenance of Mechanical and/or Electrical equipment including Card Readers, Heat Meters, EE Monitors, repairing and replacing parts on associated heating equipment as required in domestic and private properties.
5. Completing all accompanying paperwork as required per job and keeping appropriate records as per each scheme / client requirements.
6. To lead on the installation and maintenance of all electrical plant available to Enviroenergy throughout the business.
7. Operate within Health & Safety Legislation and the relevant edition wiring regulations. Completing RAMS documentation when required. Working to safe systems of work and making informed decisions on when work is safe to undertake.
8. To take the lead with works on Nottingham City Councils’ District Heating Scheme including the network, plant, and equipment.
9. Undertake both planned and reactive works on an ongoing basis, responding to call outs and prioritising reactive work accordingly. This may include overnight stays as part of our contractual commitment on a national basis.
10. Responsible for specifying and requisitioning materials that are required to complete associated works.
11. To undertake and co-ordinate both planned and reactive works on an ongoing basis, responding to call outs and prioritising or delegating reactive work accordingly.
12. Responsible for the end-to-end delivery of projects including estimating, overseeing works, budgets and managing client expectations.
13. Order and manage resources (staffing, plant, and materials) within your control and ensure that all works carried out are completed on time and to budget.
14. To operate and maintain a range of hand tools, light power tools, plant, and equipment in a safe and effective manner. Carry out daily inspections to ensure they are fit for purpose and report and defects of tools or plants to the supervisor.
15. Supervision of frontline permanent, temporary or agency operatives on both reactive and planned work activities across the business including network when required.
16. Organise work schedules based on the daily number of work orders and delegate accordingly using the CMMS system and liaising directly with the CMMS team to identify areas of improvement around the facility.
17. Responsible for specifying and requisitioning daily maintenance materials in conjunction with stores.
18. To ensure customer service is maintained throughout the team and that works are delivered effectively.
19. Keep comprehensive records of all works done on site to enable audit traceability.
20. Keep comprehensive records and time sheets relating to overtime, holidays, and illness within the electrical department.
21. Maintain relationships with critical contractors relevant to maintenance and upgrades around the business.
22. To operate and maintain a range of hand tools, light power tools, plant, and equipment in a safe and effective manner. Carry out daily inspections to ensure they are fit for purpose and report and deal with any defects that are reported to you.
23. Undertake manual handling of materials including lifting, uploading, stacking, levelling, and compacting, in line with training and manual handling operations regulations.
24. Operate within Health & Safety Legislation, lead supervised staff on correct working practices and deliver guidance as and when required e.g., toolbox talks.
25. To wear at all times whilst at work the current uniform and personal protective equipment supplied by the City Council, keeping it in a clean and presentable condition. This includes any additional equipment and clothing associated with undertaking a task where a risk assessment has been undertaken and additional items are required.
26. To drive vehicles up to and including 3.5 tonne gross vehicle weight[[1]](#footnote-1). Vehicle checks, and the completion of driving records must be done on a daily basis. To keep vehicles and ancillary equipment, premises, and sites where work is being undertaken clean, safe, and tidy.

**Numbers and grades of any staff supervised by the post holder: Up to 5**

All staff are expected to abide by the obligations set out in the Information Security Policy, IT Acceptable Use Policy and Code of Conduct in order to uphold Nottingham City Council standards in relation to the creation, management, storage, and transmission of information. Information must be treated in confidence and only be used for the purposes for which it has been gathered and should not be shared except where authorised to do so. It must not be used for personal gain or benefit, nor should it be passed on to third parties who might use it in such a way All staff are expected to uphold the City Council obligations in relation to current legislation including the Data Protection Act and Freedom of Information Act.

**This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer, the responsibility level of any other duties should not exceed those outlined above.**

**Produced by David Nicoll, Customer Service & Transformation Manager**

**Date 17/05/2024**

## Person Specification:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Area of responsibility | **REQUIREMENT** | | | MEASUREMENT | | |
| A | **AC** | D |
| **Vision, Strategy and Delivery** | Experience as a service leader in a complex organisation, with experience of;   * Delivering against outcomes and creating clear objectives * Creating a culture of continuous improvement * Commercially aware with strong analytical skills * Awareness of key issues in your market and for the city of Nottingham | | | 🗸 | 🗸 |  |
| **Leading**  **People** | Evidence of successfully leading teams, with experience of;   * Motivating people and creating high performing services * Empowering others to take decisions * Successfully managing wellbeing and resilience * Ability to plan for the future, with effective workforce planning skills | | | 🗸 | 🗸 |  |
| **Change and Innovation** | Able to lead service through change, with experience of   * Evidence of leading change programmes, bringing others on the journey with you. * Identifying and delivering innovative service delivery models * Able to create a culture of continuous improvement | | | 🗸 | 🗸 |  |
| **Collaboration** | A collaborative leader, with evidence of   * successfully in partnership across different sectors and fostering / harnessing partnerships. * Able to develop a culture of collaboration. * Political acumen and able to develop productive relationships with senior figures within an organisation | | | 🗸 | 🗸 |  |
| **Equality, Diversity and Inclusion** | A strong focus on ability and personal commitment to equality, diversity and inclusion, with evidence of:   * Delivery of inclusive services, understanding the challenges faced and how they can be overcome. * Evidence of developing people and services/teams recognise, respect and value individual needs to achieve a culture of inclusivity. * Demonstrating personal commitment to the equality, diversity and inclusion challenges faced by our workforce and Nottingham’s people. | | | 🗸 | 🗸 |  |
|  | Ability to safely isolate and work on high voltage assets such as turbines, transformers, switch gear, grid connections etc. | | | 🗸 | 🗸 |  |
|  | Ability to undertake manual handling tasks. | | | 🗸 | 🗸 |  |
| **Technical Skills and Knowledge** | Demonstrated successful supervision of frontline construction operatives on both reactive and planned work activities. | | | 🗸 | 🗸 |  |
| Detailed knowledge of budget management competencies and financial regulations. | | | 🗸 | 🗸 |  |
| Experience of managing a remote team. | | | 🗸 | 🗸 |  |
| Experience of managing resources e.g., staffing, plant, and materials. | | | 🗸 | 🗸 |  |
| Ability to undertake toolbox talks. | | | 🗸 | 🗸 |  |
| Demonstrable creative approaches to design work to resolve client need. | | | 🗸 | 🗸 |  |
|  | Proven ability to estimate works in relation to own/team on smaller scale projects. | | | 🗸 | 🗸 |  |
|  | Ability to use own initiative. | | | 🗸 | 🗸 |  |
|  | Experience of working alone and under minimal supervision. | | | 🗸 | 🗸 |  |
|  | Willingness to work flexibly, with the ability to prioritise own workload. | | | 🗸 | 🗸 |  |
|  | Willingness to travel to other locations of work as and when required. | | | 🗸 | 🗸 |  |
|  | Experience of working to tight deadlines on a regular basis. | | | 🗸 | 🗸 |  |
|  | Experience of managing construction projects. | | | 🗸 | 🗸 |  |
|  | Experience of working in a customer facing environment. | | | 🗸 | 🗸 |  |
|  | Experience or working knowledge of Health & Safety Legislations and regulations. | | | 🗸 | 🗸 |  |
|  | Experience of working under pressure, in particular in response to incidents and working successfully as part of a team to achieve positive outcomes. | | | 🗸 | 🗸 |  |
|  | Hold a full current driving licence | | | 🗸 | 🗸 | 🗸 |
| **Qualification requirement** | Hold a Level 3 qualification in Electrical Engineering and have significant relevant experience.  18th Edition Wiring Regulations & Achievement Measurement 2 (AM2).  Electrical Inspection and Testing – 2391. | | | 🗸 | 🗸 | 🗸 |
| **A - Application** | **AC – Assessment Centre** | **D - Documentary Evidence** |

1. [↑](#footnote-ref-1)