

Post Details		Last Updated: September 23	
Faculty/Administrative/Service Department	Estates and Facilities Management		
Job Title	Senior Electrician Technician		
Job Family	Professional Services	Job Level	D
Responsible to	Engineering Team Leader		
Responsible for (Staff)	Apprentice(s)		
Job Purpose Statement Working as part of a team responsible for the operational maintenance of the University premises, and reporting to their Team Leader, the role will be undertaking planned and reactive work on electrical systems to support the University's infrastructure and environmental control systems across all our premises, ensuring that they are maintained in a safe, efficient, and functional order. This position requires good planning, organising and prioritising skills.			
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
1) Maintain all electrical systems, including statutory inspection and testing where required, to meet current legislative requirements. 2) Ensure failing plant or assets are reported to the Helpdesk and plant areas are maintained in good condition. 3) Deliver an effective and timely response to maintenance demands across the University in a timely and cost-effective manner. 4) Ensure compliance with all University Health and Safety and Environmental systems and procedures, and take an active part in the development of these policies 5) Ensure the use of equipment and materials in delivery of maintenance services are appropriate and meet current legislative standards. 6) Keep up to date with electrical related legislation and developments, attending courses and passing all necessary exams to maintain professional accreditation. 7) Carry out multi-skilled tasks, where relevant, such as (but not restricted to) mechanical isolation and fault finding, minor carpentry, redecoration repairs linked to maintenance work. 8) Complete all administrative work associated with departmental management systems, including the completion of work records, timesheets, stores issues, estimates and health & safety records. Utilise Building Logbook to record all maintenance visits and any relevant defective information and repairs. All defects to be reported immediately to the help desk for further action.			
NB The above list is not exhaustive and may be changed as and when necessary and agreement.			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to all colleagues and students in accordance with the University of Surrey Equal Opportunities Policy
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students
- Follow University and departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Work supportively with colleagues, operating in a collegiate manner at all times

Help maintain a safe working environment by:

- Attending training in Health & Safety requirements as necessary, both on appointment and as changes in duties, legislation and techniques demand
- Ensure core legal and health and safety requirements are met.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post holder will operate on a day to day basis, with minimum supervision from the Team Leader. It is expected that the post holder will complete their tasks within agreed timescales and according to priorities set by the Team Leader. This will require the post holder to demonstrate initiative and communicate regularly with the Team Leader on any emergencies or matters arising that may interfere with the successful completion of their tasks. The post holder will be required to plan their own work for weeks and months ahead which requires skills in planning

Problem Solving and Decision Making

- The post holder has the authority to shut electrical systems down throughout their functional area and must be able to apply their judgement, skills, and experience to make these decisions, fully appreciating the impact and risks for business continuity, H&S and student experience associated with their actions.
- The post holder is expected to refer complex issues, such as those arising when dealing with old or dangerous/unsafe installations, or those outside of the remit of their role, to their Team Leader or the technical engineering experts within the wider E&FM Team for guidance or escalation.
- The post holder is expected to recognise where maintenance work is necessary and take a pro-active approach, working with the Helpdesk to capture and identify any failing building fabric or out of service plant they may encounter when completing their duties. In addition the post holder will work to ensure the asset records, where relevant, remain up to date by ensuring any untagged equipment is captured and submitted for addition to the formal record. Where equipment is being replaced the post holder will need to confirm with the Team Leader the appropriate action.
- Plan their own work for weeks and months ahead
- Analyse problems, diagnose solutions, and gain agreement to their implementation where appropriate.

Continuous Improvement

- The post holder will suggest minor improvements to working process/systems, and where relevant, implementation may occur at a higher level or be overseen.
- When dealing with particularly unusual or complex problems, the post holder is expected to put forward recommendations on managing the situation/problem to their line manager, with only the most complex of problems being referred to them for resolution.
- The post holder may be required to attend and complete cross-skills training as part of the ongoing development of the Maintenance Service Team.
- Analyse problems, diagnose solutions, and gain agreement to their implementation where appropriate

Accountability

- The post holder will always work in compliance with the Universities H&S policies and procedures, and report immediately any observations where the University compliance will be at risk. Operatives will all carry out a Point of Work risk assessment before completing any tasks and ensure they have appropriate training, tools, and information to complete the job safely. Where this is not the case, they will immediately escalate this to their Team Leader.
- The post holder will be expected to work alone (with exception of H&S requirements), largely independently when responding to work requests, and will therefore have the operational freedom to make decisions and take ownership of the maintenance process, provided the tasks are within their skill set and capability.
- The post holder is expected to work predominantly in their dedicated functional areas but to retain knowledge of the other areas, may at any time be swapped to another functional area, as directed by the Team Leader.
- This post impacts across the whole of the University in terms of its provision of service. Due to the nature of this post, it is important that the individual appreciates the potential for their judgment to impact upon the health and safety of those within the University and must always work to ensure their care of duty remains in place for colleagues and the broader University staff, student and public.
- Coach others including apprentices to help them acquire new skills and experience in line with their existing skills and trade.

Dimensions of the role

- Responsible for the use and care of any relevant equipment and tools.
- Provide basic, routine guidance and advice to colleague and new staff
- The role may require the individual to undergo enhanced security clearance checks as part of the control measures required by different parts of the University
- May assist in the development of new systems or procedures.

Person Specification This section describes the sum of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships

Minimum of a recognized City & Guilds or equivalent NVQ/technician qualification in Electrical installation, fault finding and maintenance, plus several years' relevant work experience

E

Mechanical Controls qualification of awareness

D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance.

**Essential/
Desirable**

**Level
1-3**

Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role, which includes broader sector understanding

E

3

A working knowledge of the Health & Safety at Work Act, IEE Wire Regulations, COSHH and other relevant legislation covering safety in the workplace

E

3

A detailed understanding of electrical installations and systems, and be willing to attend formal update training as required

E

2

Either working towards, have attained or be willing to undertake training to acquire a multi-skilled competency

E

1

Experience of diagnosing problems on engineering systems

D

1

Special Requirements:	Essential/ Desirable
The post holder may be required to support out of hours rotas as required by the Team Leader, to ensure operational effectiveness and business continuity	E
Must be able to drive and hold a current full UK drivers' licence, or equivalent allowing driving in the UK	E
Willing to undertake training in other trade disciplines, where required and appropriate	E
To be part of an out of hours on-call rota	E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication	2
Adaptability / Flexibility	2
Customer/Client service and support	2
Planning and Organising	2
Continuous Improvement	2
Problem Solving and Decision-Making Skills	3
Managing and Developing Performance	n/a
Creative and Analytical Thinking (level 3 only)	2
Influencing, Persuasion and Negotiation Skills (level 3 only)	1
Strategic Thinking & Leadership	n/a
This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the Job Purpose become necessary, the post holder will be consulted, and the changes reflected in a revised Job Purpose.	
Organisational/Departmental Information & Key Relationships	

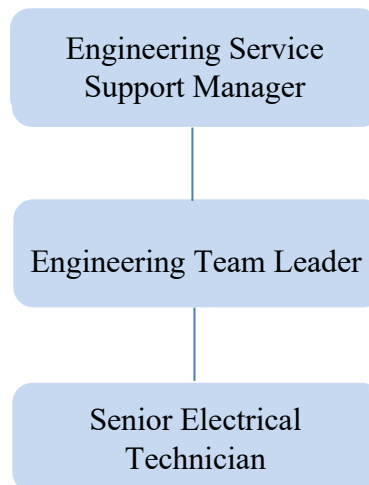
Background Information

Estates & Facilities Management are responsible for the planning, development and maintenance of the University Estate, and provide support services to all faculties and departments in the University. The Estate is a key element of the marketability of the University. Estates and Facilities Management are responsible for the first impression of the organisation and managing the internal environment to ensure that staff, students and visitors have a positive experience.

Estate and Facilities Management has eight sections:

- Administration, Central Distribution & E&FM Help Desk
- Maintenance Services
- Estate Services
- Projects
- Horticulture
- Sustainability & Energy Management
- Systems
- Planning and Space Management

Department Structure Chart



Relationships

The Post holder will liaise and work with colleagues to complete their objectives and ensure a quality one team approach. There will be regular contact with students and staff whilst carrying out their duties, and they are expected to behave in a helpful and courteous manner to always promote a positive image of the department. They will consult with the Team Leader and Engineers for advice and guidance and will liaise with external consultants and contractors as required in the completion of their tasks.

The post holder will be familiar with the Universities' values and work at all times with these standards in mind and be aware of their responsibilities to represent E&FM in a professional and effective manner. This will include embodying the E&FM 'one team' approach that supports our colleagues in adjacent teams however we can.

Internal

- Senior colleagues within E&FM
- Colleagues across the broader University
- Health & Safety colleagues
- Faculty and key stakeholders

External

- Contractors
- Health & Safety specialists