ROLE PROFILE

Job Title: Craftsperson (Electrical)

School/Department: DLO – Estates Office

Job Family and Level: Operations & Facilities Level 3-A

Contract Status: Permanent

Hours of Work: Full-time (36.25 hours per week)

Location: All University sites

Reporting to: Maintenance Operations Manager

Purpose of the New Role:

To work as part of the Estates Maintenance Services Team contributing to the delivery of maintenance services across all University sites by undertaking planned and reactive maintenance to The University’s low voltage electrical systems, building services and other plant and equipment across the Estate.

Main Responsibilities

<table>
<thead>
<tr>
<th>Main Responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td>1. To undertake planned and reactive maintenance tasks to Electrical Building Services in an efficient, cost effective and skilled manner, liaising with customers to ensure maintenance is carried out in co-operation and conjunction with other sections of the Estate Office and Schools, Divisions and service providers within The University. The Craftsperson will independently manage all elements of the allocated task including complex electrical installations by planning, selection of materials and will be aware of and undertake tasks in accordance with relevant current British standards, health and safety legislation and the Health &amp; Safety policies of The University and Estates.</td>
<td>90%</td>
</tr>
<tr>
<td>2. To complete documentation pre and post task to ensure task is undertaken safely and records of work undertaken are accurate, and interact with supervisors, managers and Estates Help Desk to ensure that records are kept up-to-date including the use of mobile devices to record task details. To accept a duty of care for all persons working with the Craftsperson or persons within the working area. To drive departmental vehicles as required ensuring the vehicles are maintained and in a roadworthy condition.</td>
<td>4%</td>
</tr>
<tr>
<td>3. Undertake training to achieve multi-skilled status and utilise training and development required for the post and to enhance working skills and knowledge of self and team to improve service delivery.</td>
<td>2%</td>
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<tr>
<td>4. To be fully conversant with all equipment and systems relevant to area of work.</td>
<td>1%</td>
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<td>5. To adhere to Health &amp; Safety Regulations, University, Estates and relevant external, policies, standards, procedures and codes of practice.</td>
<td>1%</td>
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<td>6. Undertake and utilise training and development required for the post, to enhance working skills and knowledge and improve service delivery.</td>
<td>1%</td>
</tr>
<tr>
<td>7. Any other duties appropriate to the grade and role of the appointed person.</td>
<td>1%</td>
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</tbody>
</table>

Knowledge, Skills, Qualifications & Experience

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<thead>
<tr>
<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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</thead>
<tbody>
<tr>
<td>City and Guilds 2360 Electrical Installation Parts 1 and 2 or NVQ 3 in</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge/ Skills/ Training</td>
<td>Experience</td>
<td>Other</td>
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<td>----------------------------</td>
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</table>
| - Electrical Installation (or equivalent qualification).  
  - Electrical Apprenticeship (or related equivalent training).  
  - City and Guilds 2382, current version of the IET Regulations (or equivalent).  
  - Good level of literacy and numeracy.  
  - Full current driving licence, unless disability precludes this.  
  - Thorough understanding of the requirements for the maintenance repair and installation of electrical installations.  
  - An understanding of relevant Health & Safety legislation.  
  - A working knowledge of the requirements of the Electricity at Work Regulations 1989.  
  - Ability to read and understand technical literature.  
  - Ability to write reports.  
  - An understanding of Risk Assessment and the drafting of risk assessments and method statements.  
  - Demonstrable post qualification experience in electrical installation or maintenance.  
  - Previous Public Sector/Higher Education/Further Education institution experience.  
  - Experience in undertaking periodic inspection and testing of electrical installations.  
  - The ability to plan and carry through to completion all electrical tasks including complex installation tasks requiring an element of on-site design.  
  - The ability to work within and as part of a multi-disciplined and flexible work force.  
  - Be available to work outside of a normal working pattern as required.  
  - Actively seeks to develop self.  
  - Adaptable.  
  - Excellent attention to detail.  
  - Concentrates attention and activity on customer.  
  - Effective communicator.  
  - Seeks explanations.  |

*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*