



<b>Job title</b>	Craftsperson – Multi Trade Electrical	<b>Job family and level</b>	Operations & Facilities Level 3
<b>School/ Department</b>	Estates & Facilities	<b>Location</b>	All university sites

## Purpose of role

To work as part of the Estates Maintenance Services Team contributing to the delivery of maintenance, installation and compliance services across all university sites.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>▪ Undertake planned and reactive maintenance and compliance tasks to the university's low voltage electric systems, electrical building services and other plant and equipment across the Estate. All works to be carried out in an efficient, cost effective and skilled manner.</li> <li>▪ Liaise with customers to ensure maintenance is carried out as per client expectations.</li> <li>▪ Work co-operatively with other sections of the Estate Office, University Faculties, external contractors and service providers.</li> <li>▪ Independently manage all elements of the allocated task including complex electrical installations through planning, selecting relevant materials and being aware of and undertaking tasks in accordance with relevant current British standards, health and safety legislation and the health and safety policies of the university and Estates.</li> <li>▪ Ensure any departmental vehicles used as part of the role are maintained and in a roadworthy condition.</li> </ul>	65%
2	<p><b>Installation</b></p> <ul style="list-style-type: none"> <li>▪ Carry out first and second fix electrical installation and associated building works to specification, as instructed, either individually or as part of a team</li> </ul>	20%
3	<p><b>Record keeping</b></p> <ul style="list-style-type: none"> <li>▪ Complete documentation pre and post task, to ensure task is undertaken safely and records of work undertaken are accurate.</li> <li>▪ Interact with supervisors and Estates Help Desk to ensure that records are kept up-to-date, including the use of mobile devices to record task details.</li> </ul>	5%
4	<p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>▪ Accept a duty of care for all persons working with the Craftsperson or persons within the working area.</li> <li>▪ Be pro-active in identifying and reporting any building health and safety hazards, and working to make areas safe if possible.</li> </ul>	5%

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
	<ul style="list-style-type: none"> <li>▪ Be fully conversant with and competent to use all systems and equipment relevant to the area of work.</li> <li>▪ Adhere to health and safety and COSHH regulations.</li> <li>▪ Adhere to health and safety regulations, university, Estates and relevant external, policies, standards, procedures and codes of practice.</li> </ul>	
5	<b>Training</b> <ul style="list-style-type: none"> <li>▪ Undertake training to achieve multi-skilled status.</li> <li>▪ Utilise training and development required for the post, to enhance working skills and knowledge to improve service delivery.</li> </ul>	3%
6	<b>Other duties</b> <ul style="list-style-type: none"> <li>▪ Any other duties appropriate to the grade and role of the appointed person.</li> </ul>	2%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ The ability to plan and carry through to completion all electrical tasks including complex installation tasks requiring an element of on-site design.</li> <li>▪ The ability to work within and as part of a multi-disciplined and flexible work force.</li> <li>▪ Ability to read and understand technical literature.</li> <li>▪ A practical level of IT skill, familiar with tablet devices.</li> <li>▪ Actively seeks to develop self.</li> <li>▪ Adaptable.</li> <li>▪ Attention to detail.</li> <li>▪ Concentrates attention and activity on customer.</li> <li>▪ Effective communicator.</li> <li>▪ Seeks explanations and solutions.</li> <li>▪ Ability to understand university policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working within a building services environment in a large organisation.</li> <li>▪ Multi-skilled or trained/qualified in a secondary building service discipline.</li> <li>▪ An understanding of risk assessment and the drafting of risk assessments.</li> <li>▪ Lifting and handling course.</li> <li>▪ Ability to work at heights and in a variety of different environments (hot, cold, humid, confined locations) as required.</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Thorough understanding of the requirements for the maintenance repair and installation of electrical installations.</li> <li>▪ An understanding of relevant health and safety legislation.</li> <li>▪ A working knowledge of the requirements of the Electricity at Work Regulations 1989.</li> <li>▪ Demonstrable post qualification experience in electrical installation or maintenance with a focus on industrial.</li> <li>▪ Ability to undertake tasks independently, with the minimum of supervision or as part of a team.</li> <li>▪ Experience in undertaking periodic inspection and testing of electrical installations.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous Public Sector/Higher Education/Further Education institution experience.</li> <li>▪ Knowledge and experience of three phase electrical installations.</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ City and Guilds 2365 Level 2 and 3 (or equivalent qualification).</li> <li>▪ Electrical Apprenticeship (or related equivalent training).</li> <li>▪ Full, current driving licence.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified first aider.</li> <li>▪ City &amp; Guilds 2391.52 Inspection and Testing (or equivalent).</li> <li>▪ City &amp; Guilds 2382 requirements for electrical installations (or equivalent).</li> </ul>



The university 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.

## Expectations and behaviours

The university has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as H&S, EDI and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

## Key relationships with others

