

# UNLOCKING POTENTIAL TRANSFORMING LIVES



## APPLICANT PACK

### Electrical Maintenance Engineers (Electrician)

Thank you for your interest in the above role. Below, you will find the job description and person specification, outlining how the different criteria will be assessed throughout the recruitment process. You will also find information on the recruitment and selection process and key dates.

#### Job Description

Job Purpose	
You will support the Technical Manager in all aspects of Estates work, to provide a comprehensive repairs and maintenance service for electrical and electronic systems such as CCTV, locking, inspection and testing, Building Management Systems (BMS) and heating and ventilation systems.	
Please note that there will be a requirement to periodically work on-call hours.	
Key Responsibilities	
1	Carry out reactive and planned maintenance and minor works throughout the establishment as instructed to all electrical plant, equipment and systems whilst utilising IT applications.
2	Maintain a safe and healthy working environment through regular checking and testing of electrical appliances and installations in accordance with relevant legislation. Participating in an "on-call" rota for emergency repairs, providing area coverage when required.
3	Monitor and adjust electrical control systems to ensure optimum performance within guidelines as well as electrical inspection and testing.
4	To provide technical support and advice on electrical and electronic issues to the Technical Manager and other staff as necessary.
5	Assume practical responsibility for all electrical installations, and provide timely pre-emptive condition reports to the Technical Manager.
6	Assess and order parts and equipment necessary for individual tasks, in conjunction with the administrator.

## Person Specification & Assessment Information

Our selection approach is based upon the principle of merit which means that we will look to appointment the person who best meets the requirements of the role as outlined in the person specification. In determining the most meritorious candidate, applicants will be assessed against the published criteria during the selection process, as detailed below. The most meritorious candidate will be the one who best meets the essential criteria for the role. Performance against any published desirable criteria will only be considered where two or more candidates have performed equally against the essential criteria and there is a need to use the desirable criteria to identify the preferred candidate.

Criteria	Essential/Desirable?	When assessed?
<b>Qualifications</b>		
Have completed a recognised apprenticeship in an electrical/electronic discipline	Essential	CV Application
Qualified to 17 <sup>th</sup> Edition Wiring Regulations, BS 7671 (18 <sup>th</sup> Edition is preferred)  <b>NB.</b> There will be a requirement for you to successfully complete the 18 <sup>th</sup> Edition qualification during your probationary period, if not already achieved	Essential	CV Application
<b>Experience</b>		
Experience of installing, maintaining, and enhancing electrical systems and components, including fuses, lights, and wiring	Essential	Interview
Experience of performing preventative maintenance on electrical systems and components	Essential	Interview
Experience of testing electrical systems and components to ensure proper functioning	Desirable	Interview
<b>Knowledge &amp; Skills</b>		
Full driving licence that enables you to drive in the UK is preferred but we will consider proposals put forward to carry out the duties by any other means	Essential	Interview

Knowledge of Health and Safety requirements, including Safe Systems of Work (SSOW)	Essential	Interview
Ability to work effectively with minimum supervision and as part of a team	Essential	Interview
Good problem solving and fault finding abilities	Essential	Interview

## Selection Process Key Dates

<b>Vacancy Closes for Applications</b>	Click here to enter a date.	<b>Time</b>	<b>12 Noon</b>
<b>Interview Date*</b>	As there are various posts being advertised, interviews are anticipated to take place on the weeks commencing; <b>W/C 29<sup>th</sup> July, W/C 5<sup>th</sup> August and W/C 12<sup>th</sup> August.</b>		

**\*please note interview dates are subject to change.**

**Successful candidates will be subject to pre-appointment medical and an Enhanced Disclosure check to determine suitability for role.**

If you have any queries regarding the vacancy or have a disability which you feel may affect your performance at any stage in the recruitment and selection process, please contact **Claire Neary** by email at: **Claire.Neary@sps.pnn.gov.uk** or by telephone on: **01324 710442** to allow reasonable adjustments to be made to assist you.

