

Template Job Description

LONDON BOROUGH OF TOWER HAMLETS

JOB DESCRIPTION		Version no: V3.0 Date drafted/amended: 05/2/2021	
Post Title: Electrical Engineer	Post No.	Grade: Indicative K	
Directorate: Development & Renewal	Division: Corporate Property & Capital Delivery	Section: Technical services Team	
Responsible to: Senior Electrical/ Mechanical Engineer			
Responsible for: N			
DBS Required? N			
If yes, Level of Check (Please delete where not applicable) Standard Check Enhanced Check Enhanced Check with Children's Barred List Enhanced Check with Adults' Barred List (Information on the level of check required is available here: Staff services > HR and workforce development > Recruitment & job vacancies > Recruitment checks > Disclosure and Barring Service Recruitment checks)			
Is the post politically restricted? N (Information on whether the post is politically restricted is available here: Staff services > HR and workforce development > People management > Conduct)			
Is a Travel Allowance Payable? N			
Does this post attract an Essential Car User Allowance? Y			

MAIN PURPOSE OF THE JOB

1. To provide and deliver a high quality, cost effective Electrical engineering service in accordance with the needs of various client groups and the residents of London Borough of Tower Hamlets, Strategic & Team Plans and the Council's Standing Orders and Financial Regulations.
2. To be responsible for delivery of the Electrical aspects of the team's overall objectives. To provide an exemplary professional service to ensure that properties are effectively and efficiently maintained, repaired, adapted, improved or replaced, in accordance with client requirements, good practice, legislative and statutory requirements and to achieve agreed performance targets.
3. To contribute to the development of and comply with, the team's operational procedures and strategies commit and engage in the Council's Learning & Development initiatives and develop partnerships with the Council's appointed contractors to actively contribute to the primary focus of continual improvement, raised expectations and improving performance.

DUTIES & RESPONSIBILITIES

1. Responsible person for the necessary Electrical engineering expertise to enable the delivery of the full range of Electrical works and Statutory compliance in conjunction with the other Electrical engineer for the Technical services Team's functions in accordance with performance targets as set out by Best Value Performance Indicators, Corporate and Directorate Plans, in conjunction with the Council's appointed contractors.
2. Responsible for the Electrical aspects of the planning, review and development of the mechanical & electrical service to fully meet the annual requirements of the Council's repairs, maintenance and development, revenue and capital programmes.
3. Advise, develop and implement client approved planned, cyclical and day to day maintenance programmes including statutory testing and servicing contracts
4. As an acknowledged Electrical engineering expert, provide technical advice on works required to maintain, improve and/or develop property
5. Consult with head teachers, internal and external clients and external service providers to ensure that they are included in work proposals as appropriate including inculcating awareness of all fees that may be necessary.
6. Work closely with specialist support teams to assess children's needs for specialist Electrical engineering related equipment.

7. Advise client departments of the environmental impact of proposed and actual works.
8. Responsible for delivering the full range of Electrical engineering duties on allocated works appropriate to the scope of work undertaken, including major new build and/or refurbishment projects, planned maintenance and other revenue and capital funded projects with work programmes including Stakeholder consultation, brief agreement, preparation and presentation of feasibilities and option appraisals. Scheme design, preparation of accurate budget estimates and spend profile projections.
9. Preparation of works/scheme detailed specifications including drawings and contract documentation.
10. Site supervision of works in progress, including monitoring quality, keeping site visit records and reporting
11. Preparing submissions for and obtaining all relevant planning and building consents
12. Responsible for delivering the full range of Electrical engineering duties in connection with maintenance works as below: -
 - Carry out surveys to diagnose the cause and remedial action necessary, to enable decisions to be made on allocation and prepare full technical reports when required
 - Undertake site inspections to pre-inspect repair works, issue instructions, supervise works in progress and to administer necessary documentation under Measured Term and/or other Contracts ensuring that office systems are fully updated at all times
 - Visit sites to record details of installations and maintain up to date records for asset registers
 - Advise clients of their obligations concerning statutory works, take instructions and issue statutory works, receive certification, retain copies for site files and forward originals to client.
13. Prepare feasibility studies, option appraisals and budget estimates to enable decisions to be made on allocation of budgets and formulation of works programmes
14. Undertake project co-ordination role where acting as lead officer for projects with multi-disciplinary design input
15. Responsible for preparing Committee and other reports to enable all necessary approvals to be obtained to enable scheme progression within Financial regulations and Council Standing Orders
16. Chair and attend meetings for allocated projects to ensure adequate progress and quality of construction projects. This includes giving clear

instructions to contractors and other support consultants to ensure adherence to project brief and budget

17. Prepare all documentation and information and submit same to obtain all necessary statutory and other consents
18. Represent the section/Council as an expert witness in legal proceedings when required
19. Prepare relevant documentation for insurance assessments
20. Prepare schedules and contract conditions for Measured Term, projects, schemes and other Contracts, analyse and report on tender returns.
21. Keep abreast of all procedural legislative, good practice and current professional standards as they relate to the Electrical engineering function. Ensure that these are appropriately applied to all designed projects and tasks.
22. Represent the service at a variety of meetings concerning Electrical or Mechanical engineering, repairs, maintenance, refurbishment, adaptation and new build issues, including management team meetings, committees, client/user group meetings and other external organisations also providing technical advice as and when required.
23. Provide or supervise site training of users in correct use of Electrical engineering services provided.
24. Ensure that all duties and responsibilities are discharged in accordance with the Council's - Health & Safety at Work Policy and legislative requirements.
25. Participate in the Council's performance management scheme, ensuring that performance standards/targets are met within agreed timescales
26. Comply with the Council's Equal Opportunities Policy and assist with its development and promotion within the section.
27. Act as a point of contact and communication for matters relating to team activities, including contact with other teams, sections, groups, Members, schools, local authorities, Central Government and other relevant bodies and preparation of recommendations of any changes in policy and strategy that may result.
28. Work within the team to ensure staff resources are targeted to meet workload peaks and provide adequate cover of technical staff.
29. Assist in the work of the Mechanical Engineers and/or Surveyor colleagues in their absence

30. Establish the validity of contractual claims and disputes and undertake negotiation and settlement as appropriate
31. Attend emergencies as required within working hours and respond as required outside working hours in accordance with agreed arrangements including attending to LBTH properties
32. Carry out research to inform the development of investment strategies
33. Fully take charge of own caseload of work, to prepare correspondence keep full and accurate records and deal with enquiries from external bodies and other Council departments
34. Advise clients and apply life cycle costings to specified materials ensuring the long term sustainability of investment strategies
35. Respond to complaints made to the Local Government Ombudsman or the Council's own Complaints Procedure and ensure the prompt and adequate response to enquiries from M.P.s, elected members and client advocates in accordance with set timescales.
36. Interview potential contractors prior to letting of contracts and contribute generally to appraising contractors for pre-tender consideration and prior to contract awards
37. Assist with the interview of agency personnel prior to appointment as short term staff for workload peaks and training and monitoring of their work
38. To provide technical training to LBTH staff including Maintenance team operatives and Facilities management staff as and when required
39. Other duties as commensurate with the grade

General Terms

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's performance, development and review scheme.
- Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Financial regulations Code of Conduct and relevant regulations and legislation. To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.
- This job description is a guide to the level and range of responsibilities you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, you will undertake

additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

SPECIAL TERMS AND CONSIDERATIONS

- To be able to work evenings and weekends with appropriate notice.

Person Specification for the Post of Electrical Engineer

Core Value	Requirement	Essential or Desirable	Application, Testing or Interview
Knowledge	<ol style="list-style-type: none"> 1. Sound knowledge of all aspects of Electrical engineering for the full range of Corporate building types, including Fire Alarm, Emergency lighting, CCTV, Security system, Lifts, mechanical shutters and site supervision, BMS Controls 2. IT literate and competent in use of MS Word and Excel; or similar and have at least a basic understanding of AutoCAD 3. Sound knowledge of Building Regulations and Statutory requirements as they apply to Electrical engineering and Health & Safety. Understanding of Fire compartmentation and regulation. 4. Sound knowledge and experience of Procurement and Contract Administration processes and Contract Supervision and Administration duties. 5. Qualified to the current edition of BS7671 and qualified to create Fire Alarm or Emergency lighting system designs from conception to point of delivery 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A/I</p> <p style="text-align: center;">A</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>
Qualifications & Experience	<ol style="list-style-type: none"> 1. City and Guilds 236 Electrical Installations part 1 and part 2 or NVQ level 3 in Electrical installations 2. City and Guilds 2400 design, erection and verification 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>

	3	HNC electrical engineering	D	A/I
	4	City and Guilds 2391 Inspection and Testing	E	A
	5	Minimum 10 years' office based experience of Electrical engineering including surveying, inspection and reporting; maintenance and servicing contracts; design and specifying and procuring upgrading, replacement and provision of new Electrical installations.	E	A/I
	6	Extensive experience in the management of Contractors	E	A/I
	7	Extensive experience of managing electricians delivering works within commercial type properties	E	A/I
	8	Experienced in managing large planned maintenance and statutory compliance programs for commercial buildings	E	A/I
	9	Experience of managing contracts for lift maintenance	D	A/I

Living the TOWER Values sets out the essential behaviours required of all staff. They are aligned to the organisation's five TOWER Values

We work TOGETHER across boundaries and with partners to achieve the best outcomes	<ul style="list-style-type: none"> • Able to collaborate with a wide range of employees across the Council early on to achieve best out comes 	E	A/ I
	<ul style="list-style-type: none"> • Team building and networking across teams, demonstrating good communication skills. 	E	A/ I

for Tower Hamlets	<ul style="list-style-type: none"> • Able to demonstrate action to improve team culture and improve relationships across the council and with partners to achieve the best outcomes 	E	A/ I
We are OPEN and transparent	<ul style="list-style-type: none"> • Uses coaching to enable others to find answers and solutions for themselves • Thinks about the people they communicate with and adjusts their style accordingly • Approachable and actively seeks feedback from others to improve how they do things. 	E E E	A/ I A/ I A/ I
We are WILLING to challenge, innovate and be accountable	<ul style="list-style-type: none"> • Takes accountability for delivering clear goals and targets, whilst setting high standards, for self and others • Leads the way and encourages others, so they achieve continuous improvement with measurable benefits • Creates a culture of learning, to build capacity and manage talent internally • Looks for ways to continuously improve and develop within role 	E E E E	A/I A/ I A/ I A/ I
We empower each other to be EXCELLENT and go the extra mile	<ul style="list-style-type: none"> • Takes the initiative to improve outcomes because they can explain the difference, they have made • Delivers to clear objectives, expectations and roles to motivate their team towards delivering the vision, as well as 	E E	A/ I A/ I

	inspiring their team to achieve their best		
We RESPECT all communities, they are the heart of everything we do	<ul style="list-style-type: none"> • Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service • Uses customer feedback to actively improve customer outcomes and the way services are delivered • Takes ownership of more complex issues, whilst keeping the customer informed 	E E E	A/ I A/ I A/ I