

## London Borough of Lambeth

### Job Description

Job title:	Electrical Engineering Manager
Department:	Housing Management
Division:	Housing Compliance
Grade:	PO7
Reports to:	Head of Compliance
Responsible for:	1X Senior Electrical Engineer PO5 2 X Electrical Engineers PO3 2 X Lift Engineers PO2 1 X Admin Officer SC 5

#### **Purpose of job**

The post holder is responsible for the management of all electrical engineering compliance functions across LB housing stock of 33,000 properties and assets. They are the competent and responsible person to ensure all electrical service regimes are in place and inspections and audits are completed on time to ensure and protect LBL to meet both statutory and non-statutory electrical safety responsibilities.

The post holder will line manage a technical team of Electricians as outlined above. They will plan, lead and manage work of any specialist contractors. They will develop, plan and co-ordinate multi-contract projects, ensuring multi-discipline teams of LBL and contractor staff work effectively to complete projects on time, to standard and budget.

Reporting to the Head of Compliance, the post holder will provide a professional advisory service to provide clear, consistent and quality electrical engineering advice and recommendations for ongoing maintenance and replacement regimes.

#### **Key Responsibilities**

1. The responsible person for managing and maintaining electrical equipment in LBL HRA properties. Ensuring LBL meets all statutory and non-statutory fire safety responsibilities in relation to legislation and associated building regulations.
2. Plan and implement inspection regimes to ensure they are completed on time and electrical equipment maintenance and replacement programmes are coordinated, planned and implemented.
3. Provision of clear, consistent and accurate electrical engineering advice and guidance at strategic and operational levels to protect all LBL HRA stock.
4. To manage and develop their technical staff to deliver their job roles, undertake continuous professional development to maintain expertise, technical knowledge, certifications and skills. Monitor and manage performance actions where required in accordance with HR policies and vulnerable person's policy ensuring that staff /contractors are suitably trained

5. Demonstrate knowledge and understanding of the breadth of electrical installations found in the Council's housing premises, including lifts controlled door entry, CCTV, lighting conductors etc. Using this knowledge and understanding to provide expert advice and recommendations to input to strategic and operational decision making and planning.
6. Liaise, plan and co-ordinate the technical services and activities of sub-contractors. Ensuring sub-contractors services are procured, planned and integrated with the work of the LBL electrical team to ensure efficient use of resources and effective planning to minimise disruption.
7. Ensure compliance with the agreed design, technical, financial, legal and programme requirements. Effectively managing changing circumstances and responding to conflicting priorities to ensure the best possible service is delivered at all times.
8. Translate relevant policies into operational guidelines and ensure all services undertaken are completed and compliant with policy and procedure. To ensure management checks, inspection and audit regimes are completed to ensure compliance. To assess and address the consequences of procedures not being followed and undertake management controls.
9. Maintain tight financial planning and budgetary control of a budget of approx. £1.2m p.a. in line with the Council's financial regulations, working with colleagues to collate information relating to overall expenditure within the sub-division
10. Produce, analyse and evaluate management information and statistics to inform decision making, business planning and risk management.
11. Advise on professional design, technical and legal matters in which you have expertise including the provision of expertise in (CDM) Regulations. To represent the team in the variety of capacities e.g. Council meetings and when dealing with customers, external bodies and agencies. Work with external professional bodies including Building Control and Health and Safety Executive as required.
12. To ensure own professional knowledge is up-to-date and proactively advise the Head of Compliance on own CPD requirements and those of reporting staff
13. Supervise, manage and monitor all aspects of performance management including rewards and recognition appraisals, sickness and absence, disciplinary and grievance and training and development for staff in the area
14. To carry out any other duties related to the post which might reasonably be required.
15. Actively promote and uphold the Council's Code of Conduct, Values, Priorities and customer service standards.
16. To take responsibility appropriate to the post, for tackling racism and promoting good race, ethnic and community relations
17. Take responsibility, appropriate to the post, for ensuring compliance with council policies and procedures aimed at promoting and safeguarding the welfare of vulnerable children and adults

18. To take responsibility, relevant to the post, for ensuring that Council statutes and Government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection, Single Equalities Scheme, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.

**PERSON SPECIFICATION**  
**Electrical Engineering Manager – (PO7)**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.</p>			<p><b>Shortlisting Criteria</b></p>
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
<b>Qualification</b>	Q1	Electrical engineering qualification (B Tec, HND, Degree or equivalent)	✓A
<b>Key Knowledge</b>	K1	CAD drawing skills	✓A
	K2	A working knowledge of computer software applications – Northgate, Power BI	✓A
<b>Relevant Experience</b>	E1	Proven track record of suitable experience and knowledge and/or proven suitable experience in the field of work or one closely related of over 3 years	✓A
	E2	Experience in managing teams under pressure to meet deadlines	✓A
<b>Core Behaviours</b>		<p><b>Focuses on People:</b></p> <ul style="list-style-type: none"> <li>▪ Ensures staff have the knowledge and skills to carry out their roles competently</li> <li>▪ Empowering and supporting staff, being responsible for your own team</li> </ul>	
		<p><b>Takes Ownership:</b></p> <ul style="list-style-type: none"> <li>• Owning your budget and spend, ensuring your teams focus on meeting outcomes</li> <li>▪ Encourage staff to take ownership and be proactive about their work and personal objectives</li> </ul>	✓A
		<p><b>Works collaboratively:</b></p> <ul style="list-style-type: none"> <li>▪ Encouraging your staff to support each other where necessary to complete tasks and meet objectives</li> </ul>	✓A

		<ul style="list-style-type: none"> <li>▪ Co-ordinate services and reduce duplication to save money and time and positively impact customer service</li> </ul>	
		<p><b>Communicates Effectively:</b></p> <ul style="list-style-type: none"> <li>▪ Ensuring regular catch ups, one to-ones and team meetings are effective for all parties and all parties actively participate.</li> <li>▪ Having regular, open conversations with people, clearly expressing ideas and views, seeking and passing on customer and staff feedback and suggestions</li> </ul>	✓A
		<p><b>Focuses on Results:</b></p> <ul style="list-style-type: none"> <li>▪ Setting clear objectives and targets, ensuring they are SMART and measurable and linked to business plans</li> <li>▪ Being ambitious, knowing the bigger picture of borough improvement</li> </ul>	✓A