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**Job Description**

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| **Job title** | **Electrical Improver** |
| **Department/School** | **Department of Campus Infrastructure** |
| **Grade** | **5** |
| **Location** | **University of Bath premises** |

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| **Job purpose** |
| This role is essential for supporting the overall success of Electrical team and other Campus Infrastructure projects by ensuring the safety and functionality of electrical systems. |

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| **Source and nature of management provided** |
| Electrical Engineer |

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| **Staff management responsibility** |
| None |

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| **Special conditions** |
| The primary objective is to always maintain the health and safety of self and others.  Due to the geographical spread of buildings a significant amount of walking will be required.  Work in areas at heights, in cramped plant rooms, and areas where access is restricted.  Work may be indoors or outdoors at any time of the year. |

| **Main duties and responsibilities** |
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| 1. Under instruction from your line manager or one of the multiskilled electricians, carry out primarily planned maintenance tasks such as:  * Initial Investigating, troubleshooting of, faults and problems (non-intrusive) * Electrical based compliance * Substation monitoring * Emergency lighting testing and repair * Lamp replacement * Battery replacement * Minor remedial repairs  1. Ensure any plant and equipment is used in accordance with the RAMS and other health and safety requirements. 2. Assisting electricians in installing, maintaining, and repairing electrical systems 3. Conducting basic electrical tasks under supervision, such as rewiring, socket and switch installations, and lighting upgrade 4. Ensuring compliance with relevant safety standards and regulations. 5. Update or modify personal task-based Risk Assessments as required. 6. Complete documentation and records to ensure compliance. 7. You will from time to time be required to undertake other duties of a similar nature as reasonably required by the Electrical Supervisor. 8. Provided immediate supervision to unauthorised persons needing access to restricted electrical areas when carrying out non-electrical works. 9. Undertake collection of materials either from university stores or external suppliers. 10. Attend health and safety training in relation to duties. 11. To carry a university issue mobile phone and or tablet. 12. To wear free issue corporate work wear/PPE at all times, and as detailed in the conditions of issue. |

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**Person Specification**

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| **Qualifications** | **Essential** | **Desirable** |
| A minimum of GCSE pass (or equivalent qualification) in Maths, English or technical subject. | ✓ |  |
| City and Guilds 2368 Electrical Installation Level 2. | ✓ |  |
| NVQ Electrical Installation Level 2 or similar. | ✓ |  |
| Further training e.g.   * Electrotechnical services or similar * Work at Height IPAF (Cherry Picker/Scissor lift) * PASMA (scaffold) |  | ✓ |
| Full, clean driving licence much preferred. |  | ✓ |
| **Experience/Knowledge** |  |  |
| Relevant work experience of electrical maintenance, repair, installation and fitting. | ✓ |  |
| Experience of working on a variety of installations, appliances and equipment. | ✓ |  |
| Able to use a personal computer, phone and tablet. | ✓ |  |
| Experience of record keeping. | ✓ |  |
| **Skills** |  |  |
| Adept at fault finding in buildings, plant, equipment and systems. | ✓ |  |
| **Attributes** |  |  |
| Safety first approach to work. | ✓ |  |
| Flexible and adapt to changing priorities. | ✓ |  |
| Self-motivated, and able to work on own initiative. | ✓ |  |
| Ability to work as part of a team. | ✓ |  |
| Able to liaise effectively with managers, specialist engineers, and other professionals in a wide range of disciplines. | ✓ |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |