**Person Specification**



|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title | Team Manager (Electrical) | | | | | Directorate | Housing & Communities | | | | | |
|  |  | | | | |  |  | | | | | |
| Post Number | PL41 | | | | | Division | Asset Management | | | | | |
|  |  | | | | |  |  | | | | | |
| Grade | 12 | | Salary | £49,764-£52,805 | | Section | Electrical Compliance | | | | | |
|  |  | |  |  | |  | |  | | | | |
| Criteria (Essential) | | | | | | | | Assessment By | | | | |
|  | | | | | | | |  | Application | Interview | Test | |
|  | | | | | | | |  | √ | √ | √ | |
| Experience | | | | | | | |  |  |  |  | |
| Previous Experience of managing Quality Supervisors acting as Principal Duty Holder as defined by the NICEIC | | | | | | | |  | √ | √ |  | |
| Knowledge of legal requirements and good practice, experience of leading the management of Electrical Systems & services | | | | | | | |  | √ | √ |  | |
| Extensive management experience of designing, adapting and leading large diverse teams working in a complex, professional asset management environment | | | | | | | |  | √ | √ |  | |
| Extensive knowledge and understanding of property construction, maintenance and facilities management issues and relevant legislation. | | | | | | | |  | √ | √ |  | |
| Significant experience of managing a large diverse and complex workforce to include professional, technical, administrative and craft staff including experience of managing all aspects of employee performance and conduct. | | | | | | | |  | √ | √ |  | |
| Detailed knowledge and understanding of complex financial information and managing multiple, very large budgets. | | | | | | | |  |  | √ |  | |
| Experience of setting up monitoring systems to assess Electrical safety risk | | | | | | | |  |  | √ |  | |
| Experience in supply management, including inventory control procurement and mobile warehousing supplies and flow rates | | | | | | | |  | √ | √ |  | |
| Experience of Developing and managing a traded service and seeking out new income streams | | | | | | | |  | √ | √ |  | |
| Significant experience of delivering professional leadership, technical and process training in relation to Electrical safety | | | | | | | |  |  | √ |  | |
| Leading on the development and maintenance of the electrical compliance schedule for housing and corporate assets including forming programmes for improvement works and overseeing direct prioritisation and delivery of remedial works | | | | | | | |  | √ | √ |  | |
| Assisting procurement in drafting specifications and Service level agreements for tender documentation | | | | | | | |  |  | √ |  | |
|  | | | | | | | |  |  |  |  | |
| Qualifications / Training | | | | | | | |  |  |  |  | |
| A level 5 or equivalent qualification, in the Built Environment, or another relevant Management discipline | | | | | | | |  | √ | √ |  | |
| Post qualification experience and full Corporate Membership of an appropriate professional body including maintaining appropriate CPD levels. | | | | | | | |  | √ | √ |  | |
| City & Guilds 2391 Inspection and Testing or Equivalent | | | | | | | |  | √ | √ |  | |
| City & Guilds 2361 Parts 1 ,2 & 3. | | | | | | | |  | √ |  |  | |
| IOSH managing Safely Cert or equivalent. | | | | | | | |  | √ |  |  | |
| Demonstrable evidence of CDM duties and Competence | | | | | | | |  | √ | √ |  | |
| Asbestos awareness and management of un-licenced asbestos work to Electrical Installations | | | | | | | |  | √ | √ |  | |
| City & Guilds 2382- 2018 | | | | | | | |  | √ | √ |  | |
| Level 3 NVQ in Electrotechnical Services (Electrical Installation - Buildings & Structures) or the Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment (Buildings, Structures and the Environment | | | | | | | |  | √ | √ |  | |
| Up to date knowledge of legal requirements and good practice, experience of leading the management of Electrical Systems & services | | | | | | | |  |  | √ |  | |
| VRQ level 4 Electrical Safety in Social Housing or Working towards | | | | | | | |  | √ | √ |  | |
|  | | | | | | | |  |  |  |  | |
| Practical Skills | | | | | | | |  |  |  |  | |
| Ability to communicate at all levels of the Council, including Corporate Board and Elected Members, and with external organisations, translating complex technical information into concise language | | | | | | | |  | √ | √ |  | |
| Ability to challenge the status quo by designing and adapting systems, processes and projects with alternative ideas and methods, seeking improvement through creative solutions to complex and varied problems | | | | | | | |  |  | √ |  | |
| Ability to think strategically and design services, develop solutions and test and implement complex concepts. | | | | | | | |  |  | √ |  | |
| Ability to negotiate and mediate, diffusing conflict and to seek resolution to both trades, staff, and customers | | | | | | | |  | √ | √ |  | |
| Ability to clearly communicate, verbally and in writing with a wide range of diverse audiences to ensure the services aims, objectives and proposals are understood | | | | | | | |  | √ | √ |  | |
| Ability to influence and generate support for ideas and strategies with a wide range of stakeholders | | | | | | | |  |  | √ |  | |
| Ability to undertake short, medium, and long-term planning, participate in and manage complex projects and corporate initiatives | | | | | | | |  |  | √ |  | |
| Evidence of effective leadership in managing, motivating and developing a multi-disciplinary service. | | | | | | | |  |  | √ |  | |
| Successful management of performance standards, monitoring and review. | | | | | | | |  |  | √ |  | |
| Proven budget setting and financial management skills. | | | | | | | |  |  | √ |  | |
| Ability to work to deadlines. | | | | | | | |  |  | √ |  | |
| Evidence of strategic and innovative contributions in service delivery. | | | | | | | |  |  | √ |  | |
|  | | | | | | | |  |  |  |  | |
| Personal Qualities and Attributes | | | | | | | |  |  |  |  | |
| A knowledge of Equality & Diversity issues | | | | | | | |  | √ | √ |  | |
| To lead by example, giving clear instruction and motivating staff to achieve goals | | | | | | | |  | √ | √ |  | |
| High level of independence and self-motivated to work alone or as part of a wider team where required | | | | | | | |  | √ | √ |  | |
| Confidently interacts with and influences senior officers, team members and other stakeholders | | | | | | | |  |  | √ |  | |
| Able to work under intense pressure and adaptable to respond to sudden changes in service demand and transfer to alternative portfolios at short notice. | | | | | | | |  |  | √ |  | |
| Able to prioritise own and others workload | | | | | | | |  |  | √ |  | |
| Positive can-do attitude and able to lead and inspire your team | | | | | | | |  | √ | √ |  | |
| Good social and interpersonal skills | | | | | | | |  |  | √ |  | |
| Effective communicator | | | | | | | |  |  | √ |  | |
| Flexible and willing to work outside core office hours | | | | | | | |  |  | √ |  | |
|  | | | | | | | |  |  |  |  | |
|  | | | | | | | |  |  |  |  | |
| Prepared By | | | Noel Creaton | | | | | | | | | |
|  | | |  | | | | | | | | | |
| Date | | | 11th May 2021 | | |