

Role Profile – Electrical Project Manager

INFORMATION ABOUT THE ROLE:

Group:	Housing, Environment and Healthy Communities
Service:	Construction Services
Location:	Shearlegs Road
Line Manager:	Section Manager
Car User Status:	Casual

SCP 34-37 - £42,403 - £45,441

WHAT WE WANT YOU TO DO.....

- Co-ordinate and manage non-domestic & domestic reactive, planned, and cyclical electrical works.
- Co-ordinate and monitor the delivery of all non-domestic & domestic operations and activities such as plant replacement, servicing, repairs and remedial works and externally funded schemes.
- Monitor and manage employee performance and other related issues within all appropriate HR guidance/legislation.
- Procure and manage contractors' performance and other related issues within all appropriate contract guidelines.
- Ensure performance management, KPI's and targets are monitored and delivered within budget and/or with efficiencies.
- Accurately record investment activities to properties updating ICT systems to aid with future asset management.
- Prepare and monitor work programmes for compliance projects to ensure they are delivered on time, to agreed quality standards and within budget.
- Ensure compliance within appropriate specifications and codes of practice.
- Manage an M&E team providing budgets and estimates and technical advice to clients and other stakeholders.
- Mentor managers, back-office staff, operatives, and apprentices
- Investigate, or where appropriate, assist others to investigate the circumstances and causes of accidents in relation to gas and mechanical installations and take the necessary steps to prevent any reoccurrence.
- Present toolbox talks and technical bulletins on a regular basis or as and when required.
- Respond cooperatively with reasonable requests to undertake other responsibilities allocated which are appropriate to the grade of the post.



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WHAT YOU NEED TO BE SUCCESSFUL..... *THE ESSENTIALS*

THE KNOWLEDGE

- Principles of construction and relevant legislation
- IT systems including Microsoft Office
- Project Management & Maintenance Programmes
- Understanding of Equality and Diversity legislation

THE EXPERIENCE

- Statutory electrical legislation and regulations
- Undertake duties in accordance with Health & Safety Regulations (CDM) including RIDDOR reporting, established safe systems of work and policies, practices, and procedures.
- Budget and financial planning including preparing timely and accurate reports on performance.
- Managing an inhouse team and contractors on site
- Organising and prioritising your own workload and dealing calmly with difficult decisions

THE QUALIFICATIONS

- Minimum of HNC or equivalent qualification in a Building Services related subject or willing to work towards.
- Time served electrical engineer to NVQ Level 3 or equivalent standard.
- Site Management Safety Training Scheme (SMSTS) qualification or willingness to work towards
- Willingness to undertake any additional corporate or trade training as required.
- Current CSCS Card or willingness to work towards qualification.
- Full driving license or access to mobility support



OUR COMPETENCIES... *HOW WE WANT YOU TO BE*

CUSTOMER FOCUSED

Puts the customer first and provides excellent service to both internal and external customers

COMMUNICATION AND ENGAGEMENT

Uses appropriate methods to express information in a clear and concise way to make sure people understand.

Shares and listens to information and ensures employees views are sought out: listened to and make a difference. Facilitates and empowers employees to make things happen. Treats individuals with respect and consideration.

TEAM PLAYER

Works with others to achieve results and develop good working relationships

DEVELOPING TEAMS AND INDIVIDUALS

Promotes and supports team and individual learning and development and uses delegation to create a sense of ownership and high-level organizational issues, and encouraging individuals to stretch beyond their current capabilities.

MAKE THINGS HAPPEN

Takes responsibility for personal organisation and achieving results

FLEXIBLE

Adapts to change and works effectively in a variety of situations

LEARN AND DEVELOP

Actively improves by developing and applying new skills and knowledge and learns from past experiences

MANAGING PERFORMANCE

Effectively manages the performance of teams and individuals to ensure results are achieved

PERSONAL IMPACT

Is self-aware, learns continuously and adapts behaviour in response to feedback. Makes things happen, operates with resilience, flexibility and integrity

