



Job Description and Person Specification

Estates Electrical Compliance Manager: Grade G

Job Description

Role Title	Estates Electrical Compliance Manager	Reporting to	Estates Manager
Location	Training & Administration Hub	Role/Grade	Grade G

Purpose of the Post

To take a leading role in the delivery of a range of Estates facilities, services and solutions which are safe, efficient and resilient, and aligned with the business objectives of the organisation. To act as a trusted advisor on Estates facilities. The postholder will ensure robust electrical and mechanical maintenance arrangements and effective asset management, supporting strategic decision-making to enable Cleveland Fire Brigade to achieve its objectives and deliver value for money for the communities of Teesside.

Values and Behaviours

The Authority's 'PRIDE' values are underpinned with a set of expected behaviours for everyone that works for and governs Cleveland Fire Brigade. These behaviours link to leadership and relate to the impact you have on others, outstanding leadership, service delivery and organisational effectiveness. They are split into four levels which can broadly be matched to roles. These levels are designed to be cumulative so those working in management roles should also demonstrate the preceding level(s) of behaviour.

Uniform

The person appointed to this post is required to wear a uniform and will be provided with the 'Blue Work Wear Uniform' as set out in the Brigade's Dress and Appearance Policy.

Key Duties and Responsibilities

1. Act as an ambassador for Cleveland Fire Brigade, promoting its vision, priorities, and values when engaging with partners, communities, and staff.
2. Champion continuous improvement, efficiency, and innovation to achieve high-quality outcomes and improved value for money.
3. Ensure compliance with statutory estates regulations, corporate governance, financial regulations, and data protection requirements, maintaining the highest standards of conduct and ethics.
4. Under the direction of the Estates Manager, lead on estate maintenance services, including:
 - Manage Estates-related consultants, contractors and suppliers, including application of initial check, site inductions, and periodic review procedures towards ensuring discharge of statutory obligations
 - Inspect and review the functionality of electrical and mechanical services within Brigade premises and make recommendations regarding safety, life expectancy, energy efficiency, upgrading and planned maintenance
 - Maintain Estates Condition Survey Information
 - Maintain a planned programme to assess compliance with statutory Health, Safety and Environmental requirements relating to property and facilities
 - Assist with preparation of specifications of schedules of work and contract and tender documentation in relation to all aspects of building upgrade, refurbishment or maintenance
 - Contribute to the maintenance of the Estates Business Continuity Plan
 - Contribute to effective performance of budgetary monitoring systems and controls
 - Line manage members of staff within the Estates department in the absence of the Estates Manager
 - Undertake the role of competent and responsible person in relation to the Brigade Headquarters building
5. Maintain robust data quality arrangements across all estate information systems.
6. Keep current with the latest industry trends and developments.

This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

Person Specification

Category	Criteria	Measure
Qualifications Competences	- Electrical/Mechanical professional or vocational qualification (E) - Electrical Testing & Inspection qualification (D) - Member of a relevant professional body (D)	AF/C AF/C AF/C
Experience	- Experience in engineering and building services (E) - Experience of managing Planned Preventative Maintenance Systems(E) - Experience of managing reactive replacement and maintenance work (E) - Project Management experience (D) - Knowledge of Building Management Systems (D) - Knowledge of Emergency Generators & UPS Systems (D)	AF/I AF/I AF/I AF/I AF/I AF/I
Skills, Knowledge and Aptitudes	- Ability to fault-find on mechanical & electrical systems (E) - Ability to control contractors and challenge costs (E) - Understanding of the performance management of contracts (E) - Suitable ICT skills and capability to produce information in various formats (E) - Ability to write reports, procedures and work specification for estates related projects and systems (E) - Effective communication and diplomacy skills with the ability to communicate clearly and effectively (E) - Ability to promote a positive work environment upholding organisational core values and employee health, safety and wellbeing (E) - Commitment to learning and development to improve personal, team and organisational effectiveness (E) - Prepared to work flexibly (E)	AF/I AF/I AF/I AF/I AF/I AF/I AF/I AF/I I
Other	- Ability to meet the Service's medical requirements (E) - A full current driving licence, or access to means of mobility support (E)	Medical AF/C

Key Criteria

E = Essential

D = Desirable

AF = Application Form

AC = Assessment Centre

I = Interview

R = References

C = Certificate