



**St Mary's
University
Twickenham
London**

JOB DESCRIPTION

Job Title: Electrician

Department: Estates and Campus Services

Reports To: Maintenance Manager

Grade: F

Pay Spine: F22 – F27

Hours: 36 hours per week, 52 weeks per year (Available for call outs / weekend working by agreement). The post holder is expected to work flexibly in order to meet the needs of the Service

Contract: Permanent

Overview:

As the University builds on its proud heritage, we are looking for exceptional people to help shape our future. We provide a high-quality professional environment, inspired by our distinctive ethos and Catholic mission and values. Our values of excellence, generosity of spirit, inclusiveness and respect inspire us to create an academic community in which everybody is welcomed and which puts the student at the centre of all our endeavours.

With over 6,000 students the University makes significant contributions to its local community and the wider society, empowering its staff and students to have a positive impact on the world. The University's academic portfolio embraces Business, Management and Law, Psychology and Social Science, Allied Health and Sport, Teacher Education, Computing and Tech, Theology and the Liberal and Creative Arts, and Medicine (MBBS).

St Mary's is committed to providing our students with a transformational experience. The University's [Vision 2030](#) outlines our approach and guides our supporting strategies, operating plans, and team and individual targets for achieving this. This includes extending our impact through growth to ensure future sustainability. We are focused on delivering outstanding teaching and pastoral support to our student population, as well as expanding and internationalising our academic portfolio of programmes. As we continue to expand our reach, our shared goals and values underpin a flourishing network of trusted partners, both at home and overseas, enabling us to promote our global profile and reach diverse communities.

The Maintenance Team provide a building maintenance service to the University. We deliver these services 24/7 through a mix of directly employed tradesmen and specialist contractors.

The Maintenance Team is made up of the Maintenance Helpdesk and our in-house professional carpenters, plumbers and electricians. The Helpdesk is the main conduit between our customers and all teams in Estates and Campus Services.

We are committed to providing services that meet or exceed the expectations of our customers. We actively pursue a programme of quality improvements, which will help us to provide a service that is 'right first time'. Only by providing an outstanding service will we achieve our aims of long term success and sustained improvement.

The Maintenance Helpdesk reacts to general facilities related enquiries, fault reports and requests for assistance. Once we have received an enquiry we assess the urgency of the request and prioritise accordingly, this may necessitate referring your request to the relevant team within Estates and Campus Services, calling in a third party contractor or processing your service request internally by co-ordinating with our in-house maintenance staff.

Job Purpose:

To provide day to day reactive electrical cover as directed. The work will cover the main campus, Naylor library, Exchange and Teddington Lock.

Main Duties and Responsibilities:

- To carry out general maintenance work which is logged with the maintenance helpdesk.
- To carry out planned preventative maintenance work.
- Shutting down and making safe of electrical installations in conjunction with external contracting work. To be in attendance to contractors as required.
- To carry out small installation and project work with other team members when required. Some weekend working may be required by prior agreement.
- To undertake workshop tests and repairs on University equipment.
- Attend necessary in-house or external training as required.
- Ensure work area is kept clean tidy and secure at all times.
- When directed, supervise other members within the team ensuring they are adequately briefed on duties and are able to execute and complete work in the correct manner. This work may also include escorting external contractors.
- Make recommendations regarding improved work practices, labour and machinery utilisation.
- Open and lock up premises in absence of the Duty Manager.
- To work to an out of hours call out rota.

PERSON SPECIFICATION

		Assessed by		
Selection Criteria	Essential (E) Desirable (D)	Applicati on	Interview	Skills Test
Knowledge and Qualifications				
A pass in the City & Guilds 2360 Electrical Installation Theory Part 2 Course or approved equivalent or Qualified the 18 th edition	E	X		
Experience as a registered apprentice or some equivalent method of training and experience of practical training in electrical installation work	E	X	X	X
Relevant experience of small installation work and fault finding in electrical equipment and systems	E	X		X
You will have been a registered apprentice or undergone some equivalent method of training and have had practical training in electrical installation work	D	X	X	X
NVQ Level 3 in electrical installation work (or approved equivalent)	D	X		
Experience of fire alarm testing and emergency light testing	D	X		
Experience of 415V three phase	D	X		
Skills and Abilities				
Full Driving Licence	E	X		
Health and Safety awareness	E		X	
Ability to work with minimum supervision	D		X	
Personal Attributes				
Interpersonal and communication skills	D		X	
Well organised	D		X	
Ability to work well in a team context and also unsupervised	D		X	

University Policies and Procedures

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, particular consideration should be given to the University values.

St Mary's University reserves the right to change and amend this Job description/Person Specification in accordance with the changing requirements of the organisation.