

## JOB PROFILE

<b>Job Title</b>	Electrical Supervisor
<b>Location</b>	Romford Office
<b>Responsible to</b>	Contracts Manager

To organise and direct the Electrical team, other associated staff determining priorities to maximise the use of resources in achieving prescribed objectives.

### Duties and Responsibilities - Specific

- To organise and manage the Electrical section as necessary from the receipt of tenders to the completion of final accounts.
- To prepare detailed forward plans of work commitments and appropriate labour requirements.
- To ensure that sub-contractors are supervised and their standard of work is acceptable and in compliance with recognised safety practices and agreed specifications.
- To ensure that labour, materials, plant and equipment are used effectively and efficiently.
- To control and effectively manage all the sections operations through regular site visits as necessary and in accordance with frequencies considered essential in order to assess progress, safety and quality and to give instruction or advice.
- To liaise with departmental staff, client departments, contractors, suppliers and statutory authorities in matters relating to work as appropriate.
- To ensure that materials, equipment and plant detailed in specifications and drawings for construction or improvement work are ordered in accordance with tendering procedures.
- To lead in the recruitment and selection of Electrical operational staff.
- To assist in the development of the appropriate clerical and IT systems necessary for the control of resources.
- To attend meetings, seminars, training workshops and other work related issues, as required, which may involve working outside normal hours.
- To liaise with specialists and consultants as appropriate to obtain assistance and advice.
- To supervise staff including allocation and control of work.
- To prepare method statements in conjunction with the Health & Safety Officer.

- To liaise with the Health & Safety in arranging safety inspections including carrying out investigations into the circumstances and implications of accidents which have occurred in their work area.
- To check and authorise orders and invoices ensuring that agreed financial regulations and procedures are followed.
- To organise and attend regular meetings with Managers and other associated staff for reviewing the operation of the Electrical Section.
- To liaise with the HR in matters relating to the training for Electrical Operations staff.
- To attend Management Meetings, preparing and presenting reports as necessary.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

## Qualifications and Experience

- Minimum of 2 years supervisory experience
- 17<sup>th</sup> or 18<sup>th</sup> Edition
- FIAAO Level 3 in Fire detection and Alarm Installation (Ideal not essential)
- 2391 or 2394/5 in electrical testing
- Full clean driving license
- SSSTS
- NVQ Level 3 Electrotechnical Technology

## Competencies

### Personal Growth

Able to show adaptability and take advantage of new ways of doing things in addition to managing own personal learning and development.

### Planning & Organising

Ensuring the successful achievement of results through the effective planning and management of resources, which are in line with the organisation's strategic direction. The ability to think through and adopt a clear, sensible step-by step approach to planning and organising work making effective use of time, resources in order to get the job done as effectively as possible.

### Team Working

Working collaboratively and sharing information within and across Aston Group to contribute to the effective delivery of services. Building and maintaining good working relationships with colleagues to foster team spirit, commitment to the team and achievement of shared goals.

## **Client Service**

Focus on discovering and acting on the client's needs. A commitment to putting the client first. Clients may include 'internal' staff and external clients.

## **Striving for Excellence**

Desires to improve performance, do a task better (faster, more effectively or at a lower cost) by committing self in accomplishing challenging objectives/targets or competing against more stretching self-defined standards of excellence.

## **Problem Solving**

The ability to analyse in a logical way and identify patterns and connections which are not immediately obvious. The ability to sift out the essential elements from a mass of complex information and integrate and synthesize ideas and information into a coherent whole.

## **Circumstances**

Able to travel throughout the U.K. and stay away overnight on an as and when required basis. (This would only be for training in exceptional circumstances)