

## Decision under Delegated Powers

### Creation and Resourcing of Electrical Qualifying Supervisor

#### Officer Making the Decision

Peter Oliver - Head of Landlord Services

#### Recommendations

- That a Qualified Supervisor Electrician (QS) post is created for 37 hours per week at scale PO1 within the Repairs and Investment section of Landlord Services, and;
- resourced from vacant hours at cost centre H001 W125 Painter (37hrs) and W119 Bricklayer (18.5hrs) and previous honorarium which was being paid to cover the Electrician role.

#### Reasons

- To ensure a robust compliance regime within the in-house Repairs team and to enhance management of electrical resources to deliver statutory requirements.
- To target resources at the Council's high-risk compliance related activity.

#### Authority for Decision

Under Section 8 of Constitution the Head of Paid Service (Chief Executive) has delegated authority to agree changes to the establishment, within budget and without major operational disruption or interruption or services or involving a change from direct to indirect provision or vice versa or other policy implications. This has been further sub-delegated by the Chief Executive to Strategic Directors/Heads of Service in certain circumstances (DD 002 021 refers)). These proposals fall within the limit of the authority of the relevant Head of Service.

#### Decision and Date

Approved.



09.03.2021

## Background

The Council directly employs electricians to undertaken electrical works at the Council housing stock. The qualifying supervisor role was previously undertaken by one of the Council's electricians, who was in receipt of a supplementary payment put in place when the Councils housing stock was managed by Charnwood Neighbourhood Housing. The electrician has recently stopped undertaking this function; therefore, a permanent arrangement is required. The function cannot reasonably be undertaken within existing electrical resources.

The new post, should it be created, will provide a dedicated resource to manage electricians and electrical works, and will ensure that as far as reasonably practicable electrical work delivered by the Council's employees is of a high quality and complies with regulations.

The post has been evaluated at scale PO1 by the Job Evaluation Panel in accordance with the Council's policies. The Job Description is appended.

## Comments from HR

HR Advisor: Anna Cairns (4/3/21)

This post was evaluated and graded accordingly. The normal recruitment process should be followed.

HR seen recommendations (both draft and final, if amended): Y

## Financial Implications

Post Ref.	Post Name	Hrs	Cost Centre	Cost (£)	Cost Reduction (£)
NEW	Qualified Supervisor Electrician	37	H001	50,700	
W125	Painter	37	H001		(32,400)
W158	Electrician (saving on supplement)		H003		(2,200)
W119	Bricklayer	18.5	H001		(16,100)
<b>TOTAL</b>				<b>50,700</b>	<b>(50,700)</b>

## **Risk Management**

No specific risks have been identified with this report.

Key Decision: No

Background Papers: None

Appendix 1.



<b>Division:</b>	<b>Landlord Services</b>
<b>Job Title:</b>	Electrical Qualifying Supervisor
<b>Grade:</b>	PO1
<b>Post Number:</b>	TBA
<b>Base/Location:</b>	Southfields
<b>Responsible To:</b>	Principal Officer Repairs and Maintenance
<b>Responsible For:</b>	Inhouse Electrical team
<b>Key Relationships/ Liaison with:</b>	Repairs and Investment team, residents, contractors, leaseholders, elected members, utilities companies, electrical registration body and electrical consultants.

<b>Job Purpose</b>	
	<ul style="list-style-type: none"> <li>• Ensure Charnwood Borough Council complies with its legal and regulatory obligations in relation to The Electricity at Work Regulations 1989</li> <li>• Ensure that the borough council's electrical protocols and procedures are adhered too.</li> <li>• To lead on managing the councils electrical registration working with accredited bodies and electrical consultants in respect of third party audits.</li> <li>• To lead, manage and supervise the inhouse electrical team, providing advice and guidance where appropriate.</li> <li>• Audit and inspect electrical works to ensure work carried out to a high standard and in accordance with legislation and the councils specification.</li> <li>• Ensure that adequate risk assessments and are in place. that they are regularly reviewed and that safe working practices are adhered too.</li> <li>• Assist the Principal Officer - Repairs &amp; Maintenance with daily duties in managing the delivery of the repairs and maintenance service.</li> </ul>

<b>Main Duties and Responsibilities</b>	
<b>1.</b>	Lead and manage the in-house electrical team, providing advice and guidance where necessary, deliver toolbox talks, carry out one to ones and PDR's and ensure that training requirements are met.
<b>2.</b>	Ensuring a high performing service is delivered to our customers against targets, exceeding expectations whilst meeting all legislative and statutory

	requirements.
3.	Carry out the full electrical qualifying supervisor role. Completing mandatory assurance checks of electrical installations, checking and signing off electrical certificates. Audit and inspect electrical works, ensuring it has been completed to a high standard and in line with current regulations.
4.	Ensure that all electrical testing and other equipment is calibrated and maintained.
5.	Ensure that the electronic certification software is fit for purpose and is used effectively and is up to date. Ensure that certificates are uploaded into the CDMS systems and that any errors or anomalies are rectified in a timely manner.
6.	To provide clear, accurate and auditable records of all inspections which can be checked during audits.
7.	To undertake the requirements requested from the Accredited body and ensure full compliance to main Charnwood Borough Council's accreditation.
8.	To assist the Principal Officer - Repairs & Maintenance with the daily management and delivery of the repairs and maintenance service.
9.	To provide a customer focussed service dealing with queries and complaints promptly and effectively.
10.	Take part in an on-call rota to deal with and respond to (including visiting site) out-of-hours emergencies and issues that need immediate attention
11.	Ensure that adequate risk assessments and are in place and that safe working practices are adhered too.
12.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.
<b>Special Factors</b>	

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.**

Date Prepared - Sean Bower Sept 2020 – Revised D Bartlett - Feb 2021

<b>Division:</b>	Landlord Services
<b>Job Title:</b>	Electrical Qualifying Supervisor
<b>Grade:</b>	PO1
<b>Post Number:</b>	TBA

	Essential	Desirable	How assessed
<b>Qualifications</b>			
NVQ Level 2 or City & Guilds in Electrical Installation work. 2382-12 and 2391 or 2392 and part P knowledge.	✓		App/Doc
Portable appliance testing City & Guilds 2377.		✓	App/Doc
Appropriate qualification in health and safety.		✓	App/Doc
Advanced City & Guilds (or equivalent) in relevant building trade.		✓	App/Doc
<b>Experience</b>			
To be able to carry out a wide range of electrical work and repairs that is associated with the maintenance and adaptation of council properties and public buildings.	✓		App/Int
Evidence of continual professional / trade development.	✓		App/Int
Training time served in Electrical installation and maintenance work. Proven experience following completion of training.	✓		App/Int
Knowledge and understanding of social housing.		✓	App/Int
Experience as an Electrical Qualified Supervisor.	✓		App/Int

PERSONNEL - COMPETENCE - EVALUATION

A good understanding and knowledge of up to date legislation relating to the building industry including health and safety.	✓		App/Int
Ability to work at heights and experience of using ladders / scaffold towers.	✓		App/Int
Ability to use PDA and computer and administer all job related requirements.	✓		App/Int
Experience in working within voids and responsive repairs.	✓		App/Int
Experience in leading and managing a team		✓	App/Int
<b>Skills/Knowledge</b>			
Problem solving ability.	✓		App/Int
Substantial knowledge of causes and remedies of domestic electrical defects and repairs.	✓		App/Int
Deliver a high level of customer care and support the organisation in delivering the customer service excellence standard.	✓		App/Int
Appreciation of safeguarding requirements and awareness.	✓		App/Int
Good knowledge of Health & Safety and relevant statutory legislation.	✓		App/Int
A positive attitude to change, participating and making constructive suggestions for solutions and improvements.	✓		App/Int
Understanding of data protection and confidentiality issues.	✓		App/Int
A commitment to delivering a quality service and continuously improving service delivery.	✓		App/Int
Ability to use own initiative.	✓		App/Int
Must demonstrate awareness and			App/Int

understanding of equality issues and a commitment to the implementation of CBC's Equality and diversity Policy.	✓		
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<b>Interpersonal Skills</b>			
Ability to work with minimum of supervision.	✓		Int
Effective communication skills.	✓		Int
Ability to lead and manage a team	✓		Int
Establish professional working relationships with customers, contractors, colleagues.	✓		Int
Work harmoniously with others, helping to generate a positive team atmosphere whilst building effective working relationships.	✓		Int
Good interpersonal skills and a proven ability to communicate effectively at all levels.	✓		Int
<b>Other requirements</b>			
Must be flexible and be prepared to work outside normal office hours on occasion according to the needs of the service.	✓		App/Int
Full current clean driving licence.	✓		App/Doc
Must be able to take part in the provision of out of hours call out rota and emergency services.	✓		App/Int
Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		App/Int

<b>Key:</b> <b>App = Application form</b> <b>Test = Test</b> <b>Int = Interview</b>	<b>Pre = Presentation</b> <b>Med = Medical questionnaire</b> <b>Doc = Documentary evidence (e.g. certificates)</b>
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