

Role Title	Electrical Support Officer
Day to Day Duties	<ul style="list-style-type: none"> - Reporting to the Estates Planning & Development Manager, responsible for delivering a range of general and specialist electrical maintenance and projects via directly employed and/or contract labour and tendered contracts, ensuring the delivery of a responsive, cost effective, efficient and quality service, which ensures the asset and systems are compliant, commensurate with good practice and statutory health and safety requirements. - Provide electrical technical and managerial assistance ensuring that all university electrical systems and assets are fit for purpose and advise in relation to asset replacement programme. - Required to support minor works through to construction projects in relation to electrical services/systems and equipment and to undertake the role of clerk of works on minor projects through to major construction projects and support soft landings in relation to electrical works/maintenance. - Manage small work projects as appropriate to work area. Liaison and work as required with electrical trades team.
Leadership Responsibilities	<ul style="list-style-type: none"> - To manage and advise in relation to all university electrical systems and assets. - To be the lead officer relating to all university electrical infrastructure/systems. - Ability to lead and coordinate small project teams and external contractors.
Supporting Customers and Stakeholders	<ul style="list-style-type: none"> - To respond promptly and proactively to queries and requests (which may include from external sources). - To exchange information and build and maintain relationships with others in the Service and appropriate internal/external contacts.
Contribution to Culture	<p>To encourage a culture which supports University priorities including:</p> <ul style="list-style-type: none"> - Responsiveness and excellence in customer service - Ownership of actions - Adaptability and a 'can do' attitude - Strong communication - Innovation - Inclusiveness - Collaboration and team working
Experience (Essential)	<ul style="list-style-type: none"> - Minimum 3 years experience overseeing the maintenance of plant, services and equipment via in-house or contract within a highly serviced building. - The ability to investigate, analyse and resolve problems with an in-depth understanding of technical knowledge of electrical systems and services. - Experience of managing small projects. - Use of AutoCAD.
Experience (Desirable)	<ul style="list-style-type: none"> - Previous use of IT and relevant related software. - Report writing and budget management.
Qualifications (Essential)	<ul style="list-style-type: none"> - Completion of an approved and recognised trade apprenticeship. - Completion of an HNC or equivalent in a relevant discipline and/or equivalent professional experience.

Qualifications (Desirable)	- Health and Safety Qualification.
Special Circumstances	N/A