



## Person Specification

Job Title

**Estates Maintenance & Security Officer - Electrical**

### Qualifications



#### Essential

- |   |   |
|---|---|
| 1. Valid UK driving licence   | A |
| 2. AM2 Electrotechnical Assessment of Occupational Competence   | A |
| 3. Electrical Wiring Regulations 18 <sup>th</sup> Edition   | A |
| 4. At least one of the following: <ul style="list-style-type: none"> <li>EAL Level 3 Electrotechnical Qualification (Installation)</li> <li>Level 3 NVQ diploma in Installing Electrotechnical Systems &amp; Equipment (Buildings, Structure and the Environment) or equivalent</li> <li>Level 3 diploma in Electrical Installations (Buildings and Structures) if part of an apprenticeship or equivalent</li> </ul> | A |

#### Desirable

- |                                     |   |
|-------------------------------------|---|
| 5. Level 3 in English, Maths        | A |
| 6. MCS Certification                | A |
| 7. Competent Person Scheme (NICEIC) | A |
| 8. City and Guilds 2391             | A |

### Key skills

#### Essential

- |   |   |
|---|---|
| 1. Level of literacy at a standard to be able to follow written instructions and calculate areas and measurements | I |
| 2. Empathy with learners and citizens and skills / attitude to empower and inspire them to meet their potential   | I |
| 3. Independence of action to ensure tasks are completed safe and effectively                                      | I |
| 4. Ability to use and select tools to complete maintenance task   | I |

#### Desirable

- |   |   |
|---|---|
| 1. Interest to learn additional skills to fulfil role | I |
|---|---|

### Experience

#### Essential

- |  |   |
|--|---|
| 1. Experience of general reactive and preventative maintenance | A |
| 2. Practical decoration experience                             | I |
| 3. Grounds Maintenance   | I |

#### Desirable

- |   |   |
|---|---|
| 1. Installation of lighting and other fixtures, rewiring, general electrical, EICR, PV and Inverter maintenance & diagnostics | I |
| 2. CCTV, Fire & Security alarm installation and maintenance   | I |
| 3. Portable appliance testing (PAT) testing   | I |
| 4. Stock control and rotation   | I |
| 5. Diagnostic and problem-solving ability   | I |

### Knowledge

#### Essential



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1. Basic Health & Safety knowledge	I
2. Good level of written communication	A
3. Basic IT Skills	A/I
4. Time management	A/I
5. Safe moving & handling procedures	I
6. Able to work as part of a large team	I
7. Understanding of Fire Regulations and evacuation procedures	I
<b>Desirable</b>	
1. Able to integrate constructive feedback	I
2. Critically evaluate process and suggest improvements, innovate and adapt to emergent technologies	I
<b>Other personal requirements</b>	
<b>Essential</b>	
1. Approachable and helpful	I
2. Able to effectively manage a varied and sizeable workload	I
3. Interest in continuing professional development	I

✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview