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**Up to £35,593**

**Electrical Operative**

**Job Title:** Electrical Operative

**Place of work:** Across our stock covering Swansea, Neath, Port Talbot, Bridgend, Carmarthen and Rhondda

**Hours of work:** Monday to Friday 40 hours (plus out of hours cover on a rota basis)

**Salary:** £35,593 (plus £300 annual tool allowance)

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**About Beacon**

At Beacon we’re a team in the truest sense of the word. We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It’s also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across south west Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

We aim to be a 10,000 home organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents.

**Job Summary**

This role is for an Electrical Operative to join our highly motivated and successful in-house Electrical Team who are doing such a good job that they currently achieve a 96% customer satisfaction score! **As such you must be a qualified electrician to apply for this role**.

We really care about the people and communities we serve, and we need skilled caring people to help us serve those communities so we’re looking for someone with the right skills, ability, empathy and initiative to fill this role.

The role will be to cover all aspects of electrical repairs so there will be a variety to your day to day. You will sometimes carry out reactive repairs, attending people’s homes to carry out day to day repairs always ensuring high levels of customer satisfaction. Other times you may carry out other types of work from electrical checks, full/partial rewires, upgrades and installs.

You will be provided with a van and will be responsible for purchasing your own materials and managing your own stock to ensure you get the job done right first time where possible.

At all times you will adhere to good health and safety practices ensuring the safety of yourself, your colleagues and the people we serve.

You will be responsible for managing your jobs through an app on your company phone and liaising with the Scheduling Team so that jobs can be completed seamlessly maximizing the time and value for Beacon.

**To apply for this role the following experiences & knowledge is essential**

The Electrical Operative will have a high level of skill, knowledge and experience of electrical work. They will also require a reasonably in-depth knowledge of the following regulations and have the knowledge and experience in the following;

* Approved Electrician
* Current accreditation on the requirements of BS 7671: 2018 (as amended)
* City & Guilds 2391 Electrical Inspection and Testing (desirable)
* Relevant Guidance Notes (as issued by the IET)
* Requirements of Electricity at Work Regulations 1989
* Be approved by the appropriate Accrediting Body
* Proven experience in Inspection and Testing of Electrical Installations (working knowledge of BS 5839 Part 1 2017 (Fire Alarm Systems and BS 5266 Part 1 2016) would be advantageous

**Core Duties**

* To deliver a high quality and responsive electrical repairs service across the Group’s properties.
* To install, service and maintain electrical systems and appliances to a high standard in accordance with the current edition of IEE Wiring Regulations and the Electricity at Work Regulations 1989
* To trace, diagnose and rectify faults using appropriate testing and measuring equipment, ensuring system and appliances are left in a safe and serviceable condition.
* To carry out servicing and repairs to fire alarm, door entry and CCTV systems and associated equipment.
* To develop and manage relationships with external agencies in relation to the electrical repairs service, such as the NICEIC and/or ECA ensuring certification and membership is maintained at all times.
* To take responsibility for repairs ensuring they are seen through to completion to a high standard.
* To co-ordinate any repairs that are not complete and need returning to keeping residents, staff, etc., informed of any delay and timescales for completion.

**General Responsibilities**

* To report any larger repairs outside the scope of your service to Maintenance Managers/Administrators or other Contractors and provide a diagnosis of the repair along with likely materials required.
* To arrange access and joint visits where necessary if additional contractors are required (ie., if carpenters, plumbers, gas engineers, rubbish removal, etc., is required as part of the repair work).
* To ensure any further repairs identified at properties are either undertaken whilst on site, rearranged for alternative dates or reported to the Scheduling Team should other trades or personnel be required.
* To maintain any reporting systems that the Group chooses to operate to monitor repairs and the effectiveness of the service. This may be a computerized IT system or a more traditional written system.
* To ensure your vehicle is kept well stocked and in an orderly and professional manner. To maintain levels of stock under your control to complete repairs where possible during the first visit and ensure correct procedures are followed and paperwork produced for the materials invoicing system.
* To alert the relevant Maintenance Manager where there are larger or more substantial works required at a property.
* To alert the relevant Housing Manager of any problems with a residents occupation of a dwelling or who may require additional support or adaptations in order to be able to manage their homes.
* To take part in the operation of the electrical repairs emergency out of hours service on a rota basis for which additional pay and/or time off in lieu will be agreed.
* To work alongside other Trades Persons (both Beacon and external) where two or more people or trades are required to undertake the work. To be willing to provide support and training as necessary where apprentices are used.
* To take the relevant training and tests to ensure your relevant CSCS card is up to date.
* To keep a record of any routine repairs that you may identify schemes where work can be undertaken during quiet periods.
* To work in void (empty) properties and if necessary, liaise with other trades to ensure the work is completed within agreed timescales.
* To deputise for other members of the Electrical Repairs Team as required by carrying out similar duties across the Group’s housing schemes.
* To attend and participate in team meetings.
* To generally assist the Group's Officers with any tenant consultation or other exercise that encourages tenant participation and involvement.
* To undertake training as required, whether identified by self or others in the Group.
* To comply with Health and Safety regulations and the Group’s working procedures.
* To treat colleagues and clients in a fair and non-discriminatory way.
* To carry out any other duties reasonably requested by the Group.
* You demonstrate a social conscience and believe in putting the customer first and doing what’s right for them

***NB.*** *This is not exhaustive and may change to meet the needs of Beacon Cymru Group.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Desirable**  **Essential** | | |  | Person Specification |
| **Education** | | | | |
| **✓** |  | Literate and numerate | | |
| **Experience** | | | | |
| ✓ |  | | NVQ Level 3 Electrical | |
| ✓ |  | | City & Guilds 2391 Electrical Inspection and Testing | |
| ✓ |  | | Accreditation to BS 7671 (18th Edition) | |
| ✓ |  | | AM2 | |
|  | ✓ | | OLEV or EVHS | |
| **Skills & Knowledge** | | | | |
|  | ✓ | | In supervising electrical operations to all relevant standards and in signing of work as the Qualifying Supervisor | |
| ✓ |  | | In diagnosis, repair and installation of electrical services generally | |
| ✓ |  | | Have experience in undertaking high volumes of electrical repairs in both occupied (tenanted) and empty properties | |
| ✓ |  | | Possess relevant electrical qualifications and have relevant experience of carrying out the tasks outlined above | |
|  | ✓ | | In managing relationships with external agencies such as NICEIC or ECA and ensure compliance is maintained at all times | |
| ✓ |  | | Understand electrical repair and material costs and time scales to ensure work is undertaken efficiently and appropriate repair times can be set | |
| ✓ |  | | Knowledgeable with a wide range of electrical systems and components and be experienced in servicing them | |
| ✓ |  | | Adequate knowledge, experience and understanding of the design, construction, maintenance, verification and/or inspection and testing procedures for electrical work | |
| ✓ |  | | Adequate knowledge of applicable Building Regulations and Standards where relevant | |
| **Personal Qualities** | | | | |
| ✓ |  | | Receptive and responsive to change | |
| ✓ |  | | Good organisation of work and appropriate time management skills | |
| ✓ |  | | Able to work independently on own initiative and as part of a team | |
| ✓ |  | | Ability to work as a member of the Maintenance Section and in the Group as a whole and be able to sustain good working relationships | |
| ✓ |  | | Commitment to the values, aims and objectives of Beacon | |
| ✓ |  | | Full Driving License and access to a car | |
| ✓ |  | | Willingness to contribute to and be actively involved in any tenant involvement/community activities and corporate events | |

To view a full range of benefits while working for Beacon, visit **coastalha.co.uk/jobs**

**(Coastal Housing and RHA Wales merged to form Beacon Cymru Group in January 2025).**