

JOB DESCRIPTION

JOB TITLE:	Electrical Assistant	JE NUMBER:
DIRECTORATE:	Housing Property Services	GRADE: 7
RESPONSIBLE TO:	Technical Team Leader	
RESPONSIBLE FOR:	N/A	
MAIN PURPOSE OF POST:	To support works of repairs/maintenance in the Electrical trade discipline, all in accordance with good trade practice.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	Responsible for aiding qualified electricians including electrical maintenance, repair, installation works and testing across council-owned properties, including housing, public buildings, and community facilities.
2.	Complete allocated electrical work across repairs, maintenance and property refurbishments.
3.	Deliver high-quality and compliant work.
4.	Work safely at all times, recognise and adopt the practices outlined in the Department's Codes of Safe Working Practice and Risk Assessments
5.	Responsible for the safe working practices and, where required, safe removal and disposal of Category B (non-friable) asbestos materials in compliance with local regulations and industry standards. Tasks include identifying asbestos-containing materials, using appropriate tools and equipment to remove asbestos safely, and ensuring that all work is conducted in accordance with health and safety guidelines, including the proper use of personal protective equipment (PPE) and asbestos waste disposal procedures. Requires completion of approved asbestos non-licensed operative training and asbestos awareness training and adherence to environmental and occupational health regulations.
6.	Report any incidents, personal injury or damage.
7.	Perform your duty in a correct and proper manner including assessing the requirements of the job at hand, taking measurements and dimensions, organisation of materials, plant, tools and equipment through recognised practices. There will be instances where work may need to be rescheduled at short notice to respond to a higher priority job.
8.	Ability to problem solve by thorough assessment of the job and identifying the most effective solutions, ensuring timely and high-quality completion of tasks.
9.	Operate vehicles, (including daily vehicle checks) departmental equipment, and machinery, including power tools. Report any breakdowns or malfunctions. Use precision, through hand-eye coordination, to ensure safe and accurate operation of vehicles, machinery and power tools.
10.	Ensure vehicles, plant, tools and premises are left secure at all times.

11.	Ensure efficient use of stock and materials, reducing waste wherever possible
12.	Ensure finishing and making good of all work done to a high standard
13.	Attend training courses as required and complete online mandatory training modules
14.	Carry out administrative processes on a computer or handheld device.
15.	Be flexible in order to achieve wherever possible a single visit completion. This will include making good tasks that may be outside of the individual's core trade activity
16.	The postholder will occasionally experience situations which may place emotional demands on them. Safeguarding concerns or customer complaints should be raised to service managers or other specialist colleagues.
17.	Use translation technology such as google translate to interact with tenants or residents of the borough who do not speak English as their 1 st language. Where this is not an appropriate solution, request the use of translators to support communication.
18.	Work in confined areas and safely manage exposure to potential hazards, including biological, chemical and environmental risks.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

SPECIAL FEATURES OF POST:				
Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue, worksite including starting and finishing work from your home address if authorised to do so.	YES	x	NO	
You will be required to use electronic equipment for receiving and documenting your work. This will be via a PDA. Full training will be given to all who work using this system	YES	x		

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Electrical Assistant	JE NUMBER:	
DIRECTORATE:	Housing Property Services	DATE:	2025

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Experience in supporting qualified electricians in electrical maintenance, repair, and installation works across council-owned properties, including housing, public buildings, and community facilities.	Application Form
•	A working knowledge of Electricity at Work Regulations.	Application Form
•	The role will involve interacting with difficult or dissatisfied customers. You must possess strong communication and interpersonal skills to handle challenging situations professionally and calmly, ensuring a positive outcome	Application Form
•	Use technology for logging jobs, completing online learning and collaborating with other colleagues.	Application Form
•	Experience in other building trade areas (multi skilled).	Application Form
•	The role will require working outdoors and in challenging or unpleasant environments, including exposure to various weather conditions and difficult workspaces. Flexibility and resilience are essential	Application Form
•	Full drivers licence	Application Form/License
Desirable		
•	Knowledgeable on current wiring regulations, smoke detectors and fire alarms.	Application Form
•	Able to use mechanical ACCESS equipment.	Application Form
•	Able to install and maintain fire alarm or security systems	Application Form

•	PAT testing	Application Form
EXPERIENCE		
Essential		
•	Two-years' experience working in a trade's assistant and or labouring role.	Application Form
Desirable		
•	Experienced in working in a Local Government environment	Application Form
•	Experience of working within an electrical team	Application Form
•	Experience of plastering to make good	Application Form
QUALIFICATIONS		
Essential		
•	Cat B qualified or willingness to obtain and maintain the qualification	
Desirable		
•	Other courses relevant to electrical and streetlighting.	Application Form
•	Current IEE Regulations	Application Form
•	MEWP training	Application Form
•	IPAF 1B qualification/certificate	Application Form
•	NVQ qualifications in other trade related disciplines	Application Form
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview

•	A flexible approach, able to use your own initiative and judgement.	Application Form, Interview
•	Must be physically capable of lifting and carrying heavy objects, and able to meet the physical demands of the role, including prolonged periods of standing, bending, and manual labour.	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview

COMPETENCY REQUIREMENT:

Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 1		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Level: 1		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care.	Interview
Level: 1		

	For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	Interview
Level: 1		
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable	Interview
Level: 1		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the	Interview
Level: 1		

	council maximises its strategic outcomes within the resources available	
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services	Interview
Level: 1		
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly	Interview
Level: 1		