



Role Profile

ELECTRICAL SUPERVISOR

Reference No.	AA647	Type	Generic
Service	Environment & Building Services		
Job Family	Para Professional 5	Grade	FC7

Purpose

You will be responsible for the supervision and management of resources including sub-contractors in the Electrical team within Building Services, Covering Fife wide, in a variety of domestic and non-domestic properties within a construction environment.

You will work closely with other Services, to deliver joint commitments through resource planning to provide a service, which puts the needs of the customer at the forefront of service management, organisation, and delivery.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Undertaking responsibility for an Electrical specialised trade team for the delivery of planned/responsive maintenance and projects and the co-ordination of works by subcontractors and maintaining professional relationships with Suppliers, Sub Contractors, and colleagues to work more efficiently

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

Educated to SCQF level 7, which includes HNC, or SVQ or CMI Level 3 or equivalent

Conversant with, and qualified in, IET Wiring Regulations BS7671 (current edition)

Current grading at Approved Electrician status or above

Ability to fulfil the Qualifying Supervisor role as defined by the NICEIC

E **D**

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	Ability to provide a regular and effective service (Deliver Results) – See ‘How We Work Matters’ Framework CITB Site Supervision & CMI level 3 certificate in first line management or equivalent (applicants must attain these qualifications within 2 years of taking up the post)	✓	✓
Motivating/monitoring Team and providing appropriate leadership and support to ensure the highest possible standards of quality and Customer Care	Team building skills (Work together) Motivational skills Knowledge of Fife Council attendance management processes	✓ ✓	✓
Ensuring that future skills and competency requirements for the Team are addressed by conducting Development Review Meetings, identifying, and agreeing Development needs, preparing, and authorising individual and Team Development Plans	Communication skills Initiative taking skills (Take ownership)	✓ ✓	
	Ability to travel effectively throughout Fife to provide a service	✓	
Ensuring that the Team is up to date with changes in legislation and relevant initiatives at Service, Council and National level, through a mixture of Formal Team Briefings, Meetings, and regular informal contact in conjunction with the Contribution Management Process	Management / organisation / team building skills and knowledge and understanding of CDM Regulations	✓	
Advising the Electrical Team Manager of staffing requirements and specific electrical training that may be required			

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People management responsibilities: implementing the Attendance Management Policy, undertaking appropriate disciplinary action up to 2 nd stage warning, ensuring future skills and competency requirements for the team are addressed, encouraging continuous improvement. Encouraging individuals to develop their skills and training to promote career development	Can demonstrate an understanding of Fife Council's Policy and Procedures Supervisory experience	✓	✓
Responsible for planning, organising, monitoring, and controlling work, including sub-contractors	Experience of working on your own with minimum supervision (Take Ownership –See 'How We Work Matters' Framework)	✓	
Carrying out pre-inspections of work and where practicable, organise delivery of materials to the workplace	Project management experience (Focus on customers)		✓
Monitoring work in progress, quality control and costs	Experience of financial processes IT skills (Embrace technology and information)		✓ ✓
Carrying out post inspections confirming materials used reflected accurately those requisitioned, ensuring satisfactory standards of workmanship, working areas were left in clean and tidy conditions and that personnel involved complied with all Customer Care Standards	Attention to detail skills (Focus on customers)	✓	
Liaising with difficult customers and resolving issues effectively by various methods of communication	Excellent interpersonal skills/oral and written skills commensurate with the requirements of the post	✓	
Introducing and developing specific risk assessments and method statements	Ability to produce reports and information on work issues	✓	

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Ensuring work is effectively planned, monitored, and inspected for compliance, and that accurate records are maintained	Ability to meet deadlines and respond positively when under pressure	✓	
Acting as a single point for area of responsibility. Deputising for the Electrical Team Manager as required	Ability to programme and plan effectively to deliver projects on time (Deliver Results)	✓	
Monitoring quality standards taking appropriate corrective action as required	Ability to adopt the need for improvement within the Electrical Team	✓	
Authorising time sheets, claims and electrical certification	Ability to use computerised work systems for a range of purposes, e.g. PC equipment and software, including the Microsoft Office Suite (Embrace Technology & Information)	✓	
Liaising with external professional bodies as appropriate			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.