



Job Description and Person Specification

Job Title	Electrical Compliance Officer	
Post Number	P2496	JE Ref:
Grade	PO1	
Other Payments	Essential Car User Allowance, Professional Membership Fees, Standby Payments	
Job Family	Principal Officer Team	
Directorate/Service	Community and Place Delivery - Housing	
Progression	Progression through the grade is dependent on performance against delivery targets, value and behaviours	
Hours per week	37	
Accountable to	Safety & Risk Manager	
Date created/ reviewed	December 2024/October 2025/January 2026	

JOB DESCRIPTION FOR ELECTRICAL COMPLIANCE OFFICER

Job Purpose

The postholder is responsible for the implementation, delivery, and maintenance of key building services across Council properties, including cyclical electrical testing and remedial works, day-to-day repairs, fire detection systems, door entry, lifts, CCTV, and digital TV installations. They will oversee the planning and management of mechanical and electrical services contracts, ensuring compliance with statutory requirements and Council policies. Additionally, the role involves supervising building services contracts and maintaining effective cost and budgetary control to ensure value for money.

Accountabilities

1. To undertake surveying work in relation to all electrical installations and ensure that appropriate works are undertaken in relation to Council owned homes. To provide technical advice to council officers and customers in relation to current legislation and regulations.
2. To act as the Council's professional adviser in respect of mechanical and electrical building services. Ensure compliance in respect of any relevant legislation which impacts upon the day-to-day management of Council owned buildings.
3. To ensure contractor performance meets all statutory requirements by carrying out inspections and supervision of all relevant contracted services.
4. To prepare reports and statistical information for senior managers to present to relevant stakeholders.

5. To assist in the preparation of specifications and tender documents for the service and maintenance of electrical installations, fire alarms, warden call systems, door entry systems, lifts conversion of integrated TV systems and communal aerials
6. To inspect/survey electrical, emergency lighting, fire detection, door entry, lifts, CCTV and digital aerial installations on a regular basis and issue works orders where necessary for remedial and/or upgrade works. Carry out onsite inspections (during and after) to ensure works are undertaken in accordance with drawings, specifications and good workmanship, ensuring both communal, commercial and domestic installations are repaired/replaced in accordance with criteria laid down by the Council's policy and contract documentation.
7. To give guidance and advice to other members of the Council and housing staff when projects involve electrical, emergency lighting, fire detection, door entry, CCTV, lifts, digital aerial installation, and servicing contracts.
8. Assist relevant senior officers to analyse and propose new procurement initiatives, new products and technologies including sustainable buildings and energy saving products and practices.
9. To liaise positively with tenants, councillors, and members of the public in accordance with the Council's policies and ensure the smooth and effective completion of repair and improvement work to Council properties. This may involve taking minutes and attending evening and weekend meetings.
10. To assist in all relevant Health and Safety and Compliance related matters, including (but not limited to) preparing and maintaining risk assessments, asbestos register, PPE registers, landlord permissions for individual broadband connections.
11. To implement and maintain computerised system records in relation to building services to accurately reflect installation, equipment, servicing and statutory testing for all relevant Council properties.
12. Maintain budgetary control systems relating to building services, so that works can be project managed and contained within budget as well as completed on time. Accountability for an agreed budget, raising of works orders and authorisation of contractor payments on the Councils Financial Management System.
13. To undertake any other duties as directed by the Compliance and/or Asset Manager, in particular to respond to requests for assistance on any aspect of work within the teams.

Demands

The post requires:-High level of interpersonal skills and relationship building at all levels.
 Ability to provide a high standard of Customer Care - internal & external.
 High level of personal and professional integrity.
 A passion for setting high standards, a drive to achieve goals and exceed expectations.
 An ability to handle potential hazardous situations which can be encountered when dealing with residents who have mental / drug / behavioural issues, whether that be on the telephone or when visiting/working in their homes.
 Climbing stairs, ladders, scaffolding whilst carrying out duties.

Working Conditions

Working at heights on construction projects for up to 60 minutes, 2 times per week.

Working in restricted or confined spaces up to 30 minutes 2/3 times a week.
 Working in poor/extreme weather conditions and inclement weather conditions up to 60 minutes at an average of 5-10 times a month.
 Working in “dirty” areas where they may be a risk of sharps, needles, contaminates, etc, up to 30 minutes, 1-2 times a month.

Other Employment Requirements

A clean driving licence and access to a vehicle which is taxed and insured for business use.

To assist other teams within the wider asset management structure who require mechanical and electrical guidance in the delivery of capital projects, responsive repairs, and other planned maintenance of commercial and other non-housing properties. This could involve working on projects or providing cover or support on a particular issue.

To be available to assist with departmental responsibilities in accordance with the corporate Emergency Planning and Business Continuity arrangements, and to take part in the Out of Hours Repairs Service Standby rota.

This job may be suitable for occasional home working.

Basic Disclosure check.

ROLE SPECIFIC PERSON SPECIFICATION ELECTRICAL COMPLIANCE OFFICER				
Criteria		Essential	Desirable	Assessment
Values and Behaviours				
	We are Customer Driven	X		I, T, R
	We Care	X		I, T, R
	We are Confident	X		I, T, R
	We Work Together	X		I, T, R
	We are Trusted	X		I, T, R
Qualifications				
Q1	A degree in Building Surveying (or equivalent work experience in a similar role with a HNC/HND in Building Surveying, or Construction related subject)	X		A,D
Q2	Qualified Electrician, Electrical qualifications such as City and Guilds or equivalent.	X		A,D
Q3	GSCE standard Maths and English	X		A,D

Q4	A valid UK Driving Licence	X		A,D
Q5	IOSH qualification or willing to obtain within 6 months		X	A,I
Q6	Electrical qualification Part P or NICEIC registered or equivalent		X	A,D
Q7	RISC / CIOB / CIH Membership		X	A,D
Q8	Qualifications in HHSRS		X	A,D
Knowledge				
K1	<p>Detailed working knowledge on a wide range of specialist areas including:</p> <ul style="list-style-type: none"> - Project Management / Contract Administrator Role in the management of JCT Contracts from client brief to handover and managing external building contractors - Current and new Electrical and Fire Safety Regulations. This will include such health and safety matters as developing risk based strategies in Council properties - Building defects and their remedies, including damp, subsidence etc - CDM, Building Regulations, relevant Health and Safety and landlord obligations - JCT suite of building contracts, including the terms of the contract, the appropriate deadlines, and certificates associated with the contract and standard forms of contract, and contract law and OJEU regulations. - Knowledge of Housing related law and best practice in relation to repairs, maintenance and improvements including The Housing Grants, Construction and Regeneration Act 1996 - Traditional and non-traditional construction methods, building defect analysis and repair to both traditional and non-traditional buildings - Up to date and specific detailed knowledge of legislation, regulations, standards and core disciplines of work area including DDA Act 1995, Health & Safety at Work Act, CDM Regulations, Building Regulations, Control of Asbestos Regulations 2006, the Housing Grants, Construction and Regeneration Act 1996, Fire Safety Act 2021, Building Safety Act 2022, Social Housing (Regulation) Act 2023, IET Wiring Regulations, 18th Edition Amendment 2 (BS7671:2018+A2:2022). 	X		A,I

K2	Equalities Act in relation to repairs, maintenance and improvements of Social Housing	X		A,I
K3	Computer literate with sound knowledge of Window based packages.	X		A,I
K4	Preparing plans and applications for Planning and Building Control Approval	X		A,I
K5	Preparation of tenders and contract documentation in accordance with accepted professional practice and the Council's standing orders, and European and UK Government guidelines		X	A,I
Experience				
E1	Previous experience of working in a similar role with a minimum of 3 years' experience if not holding a degree equivalent degree.	X		A,D,I,R
E2	Previous experience of undertaking surveys for electrical works	X		A,I
E3	Experience of using contracts under JCT standard forms of contract	X		A,I
E4	Project management from client brief to handover including liaising with external building contractors.	X		A,I
E5	Experience of preparing plans and applications for Planning and Building Control approval	X		A,I
E6	Experience of delivering service objectives for a work area, including successful completion of projects and programmes of work	X		A,I
E7	Experience of communicating effectively to a diverse audience some of which will be demanding and tenant consultation if required.	X		A,I
E8	Experience of developing plans and solutions, devising tailored made solutions to electrical issues and improvement works.	X		A,I
E9	Experience of the preparation of tenders and contract documentation in accordance with accepted professional practice, standing orders, and European and UK Government guidelines		X	A,I
E10	Experience of Asset Management software		X	A,I
E12	Previous experience of undertaking Risk Assessments in a similar role	X		

Method of Assessment Codes

A	Application Form	T	Tests (online / at interview)	R	Reference	D	Documentary Evidence	I	Interview	O	Other
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For further information on the scope of accountabilities when working at this level please see the generic job description/person specification [here](#)