



# Role Profile

<b>Role Title</b>	Approved Electrician		
<b>Business group and team</b>	Technical Services Centre, Engineering & Operations		
<b>Job Purpose Overview</b>	<p>Contributing to the design and planning of Electrical works as required by the FCDO and Partners across Governments (PAGS). Continuing from the design will be the installation, commissioning &amp; reporting of electrical installations including; LV distribution, small power, lighting, containment systems, fire alarms, and air conditioning overseas in diplomatic missions.</p> <p>The post holder will be responsible for leading and managing multi skilled teams of up to 5 staff and/or Contractors overseas on a variety of different projects ranging from new builds, office refurbishments, upgrade works or maintenance projects. They will be responsible for ensuring all the work they or their teams carry out is done safely, efficiently and in accordance with FCDO Services processes and practices.</p> <p>Whilst in the UK they will be required to manage and undertake preparatory work for future overseas installation to be undertaken by themselves or others. This will involve the compilation of Bills of Quantities, liaison with suppliers &amp; procurement of materials, tooling and liaison with the Logistics and Project Management team for delivery to site.</p> <p>Also whilst in the UK the post holder will be expected to use their technical knowledge and practical experience to work with the TSC Delivery Manager as well as the Security and Design teams to provide information to support staff already overseas, aid design work, R&amp;D, project costings, estimates and quotations. This may involve undertaking technical surveys to obtain information necessary to carry out design.</p> <p>When called upon they will utilise the knowledge and experience of systems gained during installations to advise on maintenance tasks or investigate, diagnose and resolve subsequent problems/faults in support of technical staff based overseas and other team members through our UK based maintenance team.</p> <p>The job entails worldwide travel and a requirement to spend up to 22 weeks a year on overseas installations for periods of typically 1 to 8 weeks.</p>		
<b>Organisational position</b>	<i>This role fits in the TSC and is managed by one of the PDRM's</i>		
<b>Date Updated</b>		<b>Updated By</b>	J L T

<b>Current / Applied Grade</b>	<b>TPB4</b>		<b>Job evaluation date</b>		<b>Confirmed grade</b>	TPB4
<b>Level of Security Clearance</b>	SC DV					
<b>JOB RESPONSIBILITIES</b>						
<p><i>Main responsibilities, focusing on the required outputs:</i></p> <ul style="list-style-type: none"> <li>• Liaise with the Project Manager/Delivery Manager to ensure that equipment is purchased and delivered to site by or prior to advised deadline and before team departure and identify any potential problems to Project team immediately</li> <li>• Act as the team interface with the end user/customer and the Project Manager in respect of deliverables, programme, costs and variations</li> <li>• Develop and implement safe systems of work, ensuring that staff co-operate with undertaking risk assessments and comply with health and safety policies and procedures</li> <li>• Carry out overseas visits to new and existing missions install safe electrical systems following current BS7671 regulations</li> <li>• Work closely with the design and estimating teams to develop quotes to implement designs</li> <li>• Manage installation teams which may include both staff and Contractors, on-site to meet our customer's needs ensuring delivery on time and in budget</li> <li>• Produce written reports covering work carried out overseas</li> <li>• Prepare equipment prior to despatch overseas</li> <li>• Give technical advice to staff at home and overseas</li> </ul>						

## KNOWLEDGE AND KEY SKILLS

### *Essential:*

- Qualification to a level recognised by the IET to BTEC (ONC) /AM2 or equivalent
- Working knowledge of BS 7671: 2018
- City & Guilds 2391 Test and Inspection or equivalent
- To have completed a recognised apprenticeship.
- Substantial experience in electrical installation & able to demonstrate practical application of academic knowledge.
- Experience of leading and task managing teams of up to 5.
- ECS Card holder or equivalent

### *Desirable:*

- GENT Vigilon commissioning experience
- Knowledge and experience of air conditioning systems including having completed F Gas certificate course
- Working knowledge and experience of fire alarms, emergency lighting systems, & Building Management Systems
- Knowledge and experience of Government specific equipment & associated security issues
- Experience with Tempest cabinets and knowledge of Tempest principles.
- Working knowledge of other security systems
- Experience of working with other trades
- CITB Site Manager Safety Training Scheme certificate.
- Experience of working in secure environments, e.g. government offices, prisons, banks etc
- Experience of working overseas in different environments
- Experience of the following IT packages/applications: Office 2007, Visio, CAD, Oracle etc

## CORE BEHAVIOURS

### *Top three for job:*

- Making Effective Decisions
- Managing a Quality Service
- Working Together

## CRITICAL SUCCESS FACTORS

### *Success measured and evidenced by:*

- Completion of installation to satisfaction of end-user
- Installation and maintenance tasks carried out to a professional standard and to timescale/quotation agreed with Team Leader/Project Manager
- Able to deliver results by managing their own time and that of others effectively
- Responding flexibly to changing priorities and meeting objectives
- FCDO Services internal procedures followed (i.e. H&S, Time recording and expenses entered accurately and to time)
- Able to explain complex technical issues both verbally and in writing to customers, colleagues, suppliers, Project Managers etc in such a way that they understand and are able to contribute to successful outcomes.
- Able to adapt their presentation style to suit the audience and be a credit to FCDO Services at all times

<b>Budget Responsibility?</b>	<b>If YES, how much:</b>	<b>If NO can they authorise payments?</b>
N	£ per annum	N
<b>Reports to: (Role Title and Grade)</b>	PDRM C5	

<b>Direct Reports:</b> <b>(Number and grades of staff)</b>	
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