**SELWOOD LTD**

**Electrical Supervisor**

**LOCATION:** Branch

**POSITION PURPOSE:** Responsible for planning, organising, and prioritising the day-to-day electrical support services and the effective supervision and development of workshop based and mobile electrical teams, providing technical assistance and troubleshooting system issues when necessary. To ensure the safe, efficient, effective, and timely delivery of high-quality electrical installation, commissioning, inspection, maintenance, and repair services, which are compliant with all legal, regulatory, industry and company standards.

**RESPONSIBLE TO:** Electrical Manager

**REGULAR CONTACTS**: External Customers

Training coordinators

Contractors

Suppliers

Internal Electrical asset & Support Manager

Electrical Managers

Area Commissioning Electricians

Mobile Electricians

SHEQ Team

Fleet Support Managers

Sales Teams

Solutions Director,

Senior Solution Managers

Solution Teams

All Departmental Managers

Operational Managers

HR Team

**MAIN RESPONSIBILITIES:**

**Service delivery and performance**

* To ensure effective planning, organisation, prioritising and scheduling of work, time, and resources to maximise productivity and deliver safe, compliant, quality, and timely workshop and mobile electrical support services to meet deadlines and required standard. To help prioritize regional electrical services and safety inspection schedules to minimise to minimise overdue tasks.
* The Electrical Supervisor is responsible for line managing NVQ level 3 qualified mobile electricians and workshop electricians, also apprentice electricians in training. The size of team varies on area but on average a team size of 6-7.
* To ensure all electrical test certificates are completed accurately and in a timely manner by the electrical team and the results pass according to BS7671 first time every time.
* Assisting with the calibration of all electrical test equipment within the branch when required To ensure required quality standards are upheld with the maintenance of electrical equipment and site installation not covered by the Commissioning Electrician
* To ensure the installations are being completed and testing in accordance with the IEE regulations and attend on-going electrical installations ensuring work has been completed and is to required standards.
* Ensure clear, open, regular, and effective working relationships and channels of communication are maintained, working with managers, hire desk, and Electrical Asset & support Manager to maximize availability and utilisation of submersible pumping equipment and ancillary equipment within northern/ southern regions, and ensure prompt resolution of issues
* Monitor and organise in-active electrical equipment in the local branch to maximise availability and regularly report on and update relevant managers.
* Support the Electrical team to address issues arising from customers and internal departments within the company in a professional manner, seeking the best possible solution for external customers and stakeholders in the business.
* To keep the Electrical manager informed and provide regular reports on matters including performance, safety, compliance, quality, and employee development.
* Champion company core values, mission statement and positive SHEQ behaviours and continuously embed these in the team. Set a professional example of good workmanship, management, and discipline.
* With support from the Electrical Manager, recruit competent team members and ensure they are appropriately inducted and able to perform their role successfully.
* To effectively manage, supervise and motivate team members staff to maximise productivity and achieve quality results. Proactively manage employee development, identifying skills gaps and ensuring all team members are appropriately trained and competent to perform their duties safely and effectively throughout their employment.
* To liaise with and advise the Electrical Manager in matters relating to the development of training courses for team members.
* Proactively manage absence and performance, including setting SMART objectives aligned to department goals, conducting team performance reviews, individual appraisals and regular 1:1s, promptly addressing any areas of underperformance.
* To understand and ensure Electrical Apprentices receive all required training and mentoring to successfully complete their Apprenticeship including from the training provider, company mentors and electrical team.
* Ensure regular and effective communication of important information to the team including team meetings, briefings, and Toolbox Talk’s, i.e., new initiatives, changes to targets, safety bulletins, company news and recognition of achievement of company objectives.
* Connect, collaborate, and build strong relationships both within your team and across the organisations network to deliver objectives and continuous improvement.
* Implement and enforce quality, health, safety and environmental policies, procedures, safe systems of work, PPE, regulations, relevant legislation, regulations, and codes of practice. Ensure all aspects of work is performed safely, to a high level of quality and in compliance with required standards.
* Develop, maintain, and communicate risk assessments for work activities as appropriate, seeking input from the Electrical manager, electrical team and SHEQ
* Ensure accurate and timely recording of near misses, incidents, accidents, and quality issues, and promptly escalate concerns and issues to the Electrical Manager
* Ensure all necessary administration and records required for the control of work within the department is completed accurately and in a timely manner, in line with Company procedures and guidelines.
* Maintain confidentiality and observe data protection and associated guidelines.
* Participating in the managers standby and call out rota as required.

The main responsibilities are outlined in this position description; however, this is not a definitive list, and you may be required to perform other tasks/ activities that may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* NVQ Level 3 as a minimum
* Ideally 3 years proven experience of successfully managing an electrical function in a supervisor capacity, raising standards, maximising productivity quality, client service and demanding a strong health and safety culture. Ideally experience in a similar industry, preferably construction/Utilities
* Proven experience working as an electrician working with motors and control panels
* ECS Gold card with Installation Electrician as standard.
* City & Guilds 2391 or equivalent qualification is desirable but not essential.
* A comprehensive understanding of electrical health and safety regulations
* SSSTS- Site Supervisor Safety Training Scheme and CSCS Card holder
* IOSH Managing Safely certificate.
* Computer literate. Have strong computer skills in Microsoft Office and Outlook
* Able to motivate, engage and develop a team through training, mentoring, coaching, and be comfortable delivering timely feedback to highlight and address concerns and improve performance.
* Be comfortable working in a fast-paced, sometimes high-pressured environment as you will be planning, prioritising, and managing work and resources, whilst ensuring smooth operations and strong outputs, maximising profitability through efficiency and safety.
* Demonstrate excellent verbal and written communication, across all levels of the branch network.
* Be forward thinking whilst maintaining a methodical, attention to detail approach. Adaptable and flexible to support the business to get the job done understanding the requirements of all stakeholders while maintaining a safe environment for all.
* A good aptitude for problem solving and decision making, able to think outside the box, with a can-do attitude.
* Timely and accurate record keeping, ensuring attention to detail in all documentation required by the business and customers.
* A strong understanding of all SHEQ legal, regulatory and company requirements to uphold high levels of safety adhering to all safety legislation, ensuring staff and visitors are kept safe.
* Hold a full driving licence (no more than 6 points) and be willing to travel and stay away overnight as and when required.