



Job Description and Person Specification

Summary

Job title:	Electrical Service Manager
Area:	Facilities Management – Estate Services
Reference:	EHA0606-0525
Grade and Salary:	£39355 - £44128 per annum. Grade 8, Points 31 to 35
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Estates Management
Reporting to:	Estates Manager

About Facilities Management

Facilities Management (FM) at Edge Hill is the largest support department at the University employing 334 members of staff across 13 defined Service Areas. We provide hard, soft and commercial FM services to almost 15,000 students and 2,000 FTE members of staff in addition to a significant number of visitors, partners and members of the public using the 160-acre campus.

Our award-winning campus boasts over 140,000m² of built environment, including 2,607 residential bedrooms. Our multi-award-winning FM team is recognised within and beyond the higher education sector, for our customer-centric culture and our direct positive contribution to the core business – the attraction, recruitment and retention of students.

FM Mission Statement - our purpose and aspirations:

*“Our **FM mission** is to deliver a safe, secure and vibrant campus environment in which to live, work, study and play, enabling our students and wider Edge Hill Community to maximise their potential”.*

FM Vision: *“Our **FM vision** is to be recognised as contributing to an outstanding campus experience that drives the attraction, recruitment and retention of our students and wider Edge Hill Community”.*

Our FM Values: guiding our decisions and our behaviour - (how we act):

All that we do is underpinned by our values. Our values are embedded in our words and actions, our decision making, and our performance.

- We will **Embrace challenge and seize opportunity**
- We will **Expect and celebrate creativity and excellence**
- We will **Act responsibly and with integrity**
- We will **Show determination, resilience, ambition and adaptability**
- We will **work together to deliver our Vision**

About Estates Services

Estate Services is responsible for the day-to-day and long-term maintenance management of the Universities Estate, including 120 buildings and the 160-acre landscaped campus. The service area includes 2 teams: Maintenance Services and Projects & Improvements.

About the Role

The Electrical Services Manager plays a pivotal role in ensuring that the University's electrical systems and infrastructure are managed and maintained to the highest standards. This includes safeguarding the health, safety, and wellbeing of students, staff, and visitors, while providing assurance that the University fully meets its legal and statutory obligations in relation to electrical and building maintenance compliance.

This position carries significant leadership and technical responsibility within Estate Services. You will lead on the delivery and implementation of the University's maintenance strategy, contributing to the strategic planning of estate maintenance. A key focus will be ensuring that all University buildings and facilities remain safe, accessible, and compliant with current legislation and best practices.

As a subject matter expert in electrical services, you will provide robust technical support to the in-house maintenance team and act as a senior advisor to the Head of Estates Management, particularly in response to changes in legislation, compliance requirements, or industry standards.

The role will also involve managing a portfolio of external service contracts. You will be accountable for ensuring these contracts deliver high-quality outcomes, maintain compliance, and represent value for money.

The ideal candidate will bring significant experience gained in a higher education environment or within a similarly complex, large-scale estate. They will have a proven track record of leading both planned and reactive maintenance programmes, driving operational efficiency, and delivering service improvements.

Duties and Responsibilities

Team Leadership & Management

1. Provide specialist Electrical and live safety technical guidance to the in-house maintenance team responsible for delivering both reactive and planned maintenance across the University's estate, comprising 120 buildings.
2. Lead, develop, and inspire operational managers, supervisors, and the wider maintenance team by promoting a culture of continuous improvement and excellence in customer service. Share best practices and professional experience to ensure service delivery is aligned with legislative requirements and health and safety compliance. Emphasis should be placed on ensuring all team members possess the technical capability, professionalism, and proactive attitude required to fulfil their responsibilities effectively.
3. Establish and maintain effective communication channels across the service, including regular team meetings, one-to-one sessions, development days, and open dialogue. Foster collaborative working relationships across all University departments and faculties to ensure clear, consistent, and timely communication at all levels.
4. Foster and maintain a collaborative team culture within Estates Services, promoting inclusion, empowerment, and a sense of ownership among staff. Encourage an open, ideas-driven environment where all team members feel respected, valued, and actively involved in shaping service improvements.
5. Be wholly accountable for the implementation of statutory inspection and maintenance regimes of the electrical services and life safety systems, plant and equipment (including but not necessarily limited to the following services), updating the asset register in relation to the condition and value of the same:
 - HV and LV electrical services and associated infrastructure
 - Fire alarm systems and associated accessories
 - Emergency lighting
 - Intruder alarm systems
 - Lightning protection
 - Stand-by Generators with Life Safety System Duties
 - Periodic Inspection and Testing
 - Electrical Equipment Testing (EET) Lighting control systems

6. Be wholly accountable for the delivery of the external electrical services maintenance contracts. Manage and lead electrical infrastructure related inspection and maintenance contracts and associated performance, ensuring best value for money and performance in line with relevant statutory compliance and relevant University policies.
7. Lead on the implementation of the University's Maintenance strategy to ensure alignment with existing University strategies, compliance, VFM, efficiency and best practice.
8. Present monthly financial/budget information relating to Electrical services element of the Maintenance Services budget, including taking responsibility for presenting the annual budget to the Head of Estates Management.
9. Develop, manage, maintain and monitor systems to ensure suitable and sufficient cost control measures and supplier review mechanisms are in place to minimise expenditure relating to the Electrical services element of the Maintenance Services budget, ensuring value for money.
10. Deputise for the Estates Manager and Head of Estates as and when required.

Statutory Compliance & Health and Safety

1. Support and contribute to the development and implementation of the University and departmental business continuity and disaster recovery plans, as well as being a member of the FM Emergency Management response team and associated Estate management call out rota.
2. Prepare and produce Directorate Assurance reports relating to statutory compliance for electrical related servicing and inspection regimes, provide risk mitigation and action to ensure the safety of students and staff is preserved at all times.
3. Act as the Authorised / Competent person on behalf of the University (subject to correct training and certification) in relation to HV/LV distribution services.
4. Act as primary technical advisor for the University in relation to the electrical discipline coordinating and supporting the maintenance staff activities across the University estate, ensuring delivery of works are compliant with CDM Regulations and where appropriate engage with technical experts to ensure compliance with relevant legislation and guidance.
5. Maintain an up-to-date knowledge of relevant statutory Health and Safety legislation and recommendations, attending safety training as required.
6. To lead the implementation of Health & Safety systems and procedures, ensure that compliance with current legislation is maintained, audit, review and monitor effectiveness across the team.

7. Lead, manage and monitor safe systems of work for both in-house and external contractors, in accordance with Work Instructions, Safe Working Practices, Risk Assessments and Method Statements. Ensuring compliance with HSE guidelines and industry best practice.
8. Create and manage a programme of planned maintenance across the University's estate in line with the University's Maintenance Strategy. Define and review appropriate maintenance requirements and frequencies to ensure ongoing compliance with all statutory and mandatory requirements, insurance requirements, and the protection of active warranties.

Continuous Improvement/Customer Engagement

1. Proactively participate in external networking to promote FM and Estate Services, identifying current best practice and benchmarking initiatives in order to develop key performance indicators (KPI's).
2. Develop, implement and maintain policies, procedures and systems to effectively assess, record and manage risks associated with the University estate.
3. Proactively identify opportunities for continuous improvement, and the enhancement of service delivery standards, through maintaining an ongoing awareness of current and emerging industry best practice for the management and implementation of electrical services
4. Actively engage with stakeholders and the wider University community to raise the profile of the FM team, identify opportunities for improvement and to gain knowledge / share best practice.

Working Environment

The Electrical Services Manager will be expected to work in areas at heights and areas where access is restricted. Work may be indoors or outdoors at any time of the year.

The post holder shall be required to carry a mobile phone / tablet, supplied by the University at all times while on University business and be contactable for call-out arrangements.

Working Day and Out of Hours

The Electrical Services Manager may be required to provide extended cover as requested or necessary to meet the operational needs of the University. The Electrical Services Manager shall as a contractual requirement, contribute to the Universities 'out-of-hours' call-out arrangements and escalation procedure, to ensure adequate cover for key technical skills is provided in the event of breakdown or other emergency outside of normal working hours

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Demonstration of relevant electrical engineering training and education to degree level, or ability to demonstrate an equivalent level of knowledge, skills and experience.	Essential	Application
Membership of a professional body such as CIBSE, IMechE, IWFM and proven commitment to continued professional development and learning.	Desirable	Application
Evidence of recent and relevant continued professional development (CPD)	Essential	Application
Trained and working knowledge of H&S legislation (H&S Certificate/NEBOSH) and management in the application of Estates/Facilities Services.	Essential	Application
Authorised Person qualification and training for LV/HV distribution systems	Essential	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Knowledge and experience of maintenance & engineering systems, policies, legislation and quality standards required for safe operation of a complex University electrical infrastructure	Essential	Application, Supporting Statement & Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
<p>Working knowledge and experience of:</p> <ul style="list-style-type: none"> - HV and LV electrical services and associated infrastructure, - Fire alarm systems and associated accessories - Emergency lighting - Intruder alarm systems - Lightning protection - Stand-by Generators with Life Safety System Duties - Periodic Inspection and Testing - Portable appliance testing - Lighting control systems - Photovoltaic systems 	Essential	Application, Supporting Statement & Interview
Experience of working in a live environment delivering Estates/Facilities management services	Essential	Application, Supporting Statement & Interview
Experience of defining, implementing and managing formal maintenance plans, strategies and procedures, service standards, KPIs and associated monitoring systems for in house and external maintenance services.	Essential	Application, Supporting Statement & Interview
Detailed knowledge and experience of legislation relating to estate management. e.g. statutory compliance, CDM, planning and building regulations etc.	Essential	Application, Supporting Statement & Interview
Knowledge & experience of using / implementing CAFM systems and appropriate management reporting.	Essential	Application, Supporting Statement & Interview
Proven budget and financial management in the delivery for estates/facilities services.	Desirable	Application & Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
To have good communication and interpersonal skills. In order to develop positive relationships with managers and departments.	Essential	Interview
Strong people development capability with a clear focus on the development of the potential of both individuals and teams.	Essential	Application & Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Self-motivation and ability to identify and create opportunities for continual service enhancement with the ability to work well under pressure and be adept at making informed decisions.	Essential	Application, Supporting Statement & Interview

Personal Qualities / Decision Making

Criteria	Essential or Desirable Criteria	Method of Assessment
High levels of both emotional and political intelligence.	Essential	Interview
Make technical decisions within area of competence/authority which may impact beyond own area of work, using judgement to determine the level of consultation required.	Essential	Interview
Passionate about customer service and consistently delivering excellence and dynamic, curious, innovative and open to new thinking and ideas.	Essential	Interview
Excellent computer / IT skills	Essential	Application

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Kevin Moss, Electrical Services Manager at Mossk@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the **"Apply Online"** button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the

form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.