



Electrician (Estates - Works Department)

The Honourable Society of the Middle Temple - City of London

Salary range £24k - £28k plus excellent benefits

Permanent position

The Honourable Society of the Middle Temple is seeking an experienced and established **Qualified Electrician** to join its Works department.

Steeped in history, Middle Temple is one of the four Inns of Court and a professional membership organisation responsible for the training and qualification of barristers. It also manages a large heritage estate in central London from which barristers practice. Together with the other Inns of Court, it collaborates closely with organisations such as the Bar Council and Bar Standards Board in supporting the profession of the Bar.

The Estates Department is responsible for the maintenance, management and strategic development of Middle Temple's historic estate.

You will work closely with the Head of Facilities and existing Works team to deliver the highest quality service to our tenants, both professional and residential, and our members. You will be responsible for the maintenance and repair of the electrical installations and equipment within the Inn's estate, including Temple Church.

Experience in the field of building repairs and maintenance is essential with experience of working on listed buildings ideal. You will be a natural collaborator with well-developed interpersonal skills and the ability to communicate clearly and fluently with people of all levels and capable of working independently and within a team to prioritise requirements and juggle an ever-changing workload.

Excellent benefits include a pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Lisa O'Daly at:

recruitment@middletemple.org.uk.

The closing date for receipt of applications is **Friday, 26th June 2015**.

The Honourable Society of the Middle Temple

Job Title:	Electrician
Working For:	The Honourable Society of the Middle Temple
Location:	Middle Temple, London EC4Y 9AT
Reports to:	Mechanical & Electrical Coordinator
Tenure:	Permanent
Purpose:	Maintenance and installation of electrical systems and equipment
Hours:	40 hours per week over 7 days on a rota system. On some occasions you may be asked to work beyond these hours.

Background:

Middle Temple is one of the four Inns of Court, responsible for the training and qualification of barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan Dining Hall, meeting rooms, a renowned legal library, a large garden, and the historic Temple Church. The Inn has approximately 7,000 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

The Under Treasurer is the Inn's Chief Executive Officer, with overall responsibility for the management and delivery of all the Inn's activities, who is supported by a full-time staff of 84, including a senior management team responsible for the following areas: Finance, Education, Estates, Events, Library and Archive, and IT.

For more information about The Middle Temple, please visit www.middletemple.org.uk.

Job Purpose

To maintain and repair the electrical installations and equipment within the Middle Temple estate, including Temple Church. The role will help to implement planned and reactive maintenance to ensure that services are well maintained and comply with current regulation.

Main Duties

- Identification and repair of electrical faults that arise on a day to day basis. This includes domestic circuits within residential and professional units, sub-mains distribution throughout common areas and three phase supplies to the Inn's mechanical plant.
- Undertaking the installation of additional circuits and minor rewiring where necessary. This may include working in conjunction with outside contractors or overseeing installations by others.
- Advising contractors on the modification of existing circuits and undertaking inspection and testing of circuits on completion.
- Undertaking repair and minor modifications to Fire Alarms and secondary lighting circuits throughout the Inn's properties.
- Maintaining, testing and ordering lamp stocks for the interior and exterior lighting systems to Middle Temple Hall.
- Assisting specialist mechanical contractors in the installation of replacement components to the Inn's boiler plant.
- Providing temporary supplies for functions and events held within the Middle temple hall and the surrounding gardens. This includes stand-by duty at certain events e.g. Summer Ball.
- Carrying out fault finding and minor repairs to catering equipment located in the Hall and Library kitchens. These are usually repairs required at short notice, which fall outside a standard maintenance contract.
- Assisting elderly tenants by undertaking fault finding and repair of domestic appliances. On occasions this may include giving advice on circuit loading or reassurance that an appliance is safe to use.
- Assisting security contractor in the installation and connection of CCTV and swipe card systems within the Inn. This will include giving advice on possible cable routes, circuit loading and switching arrangements.
- Advising external organisations, such as film companies on the installation and loading of temporary connections. In some instance this will require disconnection of certain circuits to balance loads across 3 phases.
- Installing temporary supplies for scaffolding alarms and hoists.
- Undertaking cyclical retesting of circuits throughout all buildings.
- Undertaking continuity tests for earth bonding where alterations have been carried out the plumbing and gas services.

- Resetting heating boilers, gas pumps, pressurisation units and control switching to central boiler plant after power failures.
- Liaising with LEB and other service providers over problems associated with incoming supplies to buildings.
- Assisting the Inn's plumbing staff in the repair and installation of domestic electric water systems and shower units.

Knowledge and Skills Required:

Qualifications

- Served a recognised electrical apprenticeship.
- Part One & Two City & Guilds or equivalent.
- Hold C & G 7671 (IEE Wiring Regs, 17th edition).
- C & G 2391 (inspection and testing) would be an advantage

Knowledge and Experience

- Sound knowledge of all electrical works within the field of building repairs and maintenance and a general understanding of general building matters.
- Sound knowledge of Health and Safety issues.
- Ability to record detailed and accurate repairs information relating to repair inspections or completed repair jobs.
- Able to use mobile electronic equipment (handhelds).
- Several years of experience of completing electrical repairs and maintenance tasks on domestic occupied properties.
- Experience of working within a customer-focused repairs and maintenance service.
- Experience of working in a team.
- Experience of working with a range of portable tools, small plant, ladders and equipment to enable duties of the job to be carried out.

Judgment/ Decision Making

- Ability to carry out electrical repair job assessments (inspections), identifying the repair to be completed and materials required to complete the repair task.
- Ability to prioritise workload and work in a systematic and organised manner to ensure that repairs are completed within target times.

Customer Care/Interpersonal Skills

- Demonstrate empathy, patience and understanding of customers' needs and requirements.
- Ability to provide services to customers with respect to their differing needs.
- Willingness to be flexible and support colleagues in a variety of tasks.

Knowledge and Skills Desired:

The following would be an advantage:

- Knowledge of working on historic buildings
- IPAF or APS powered platform certified training
- PASMA access tower certified training
- Basic understanding of domestic heating systems
- First Aid trained