

# Job Description

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Job title	Electrical Operations Team Leader	Date: February 2025
Reports to (title)	Electrical Operations Lead	
Contract/Department	GSK Research & Development (RDES)	Revision: 1.0
Location	GSK Stevenage	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

As an Electrical Team Leader, you will take charge of a team of highly skilled electrical technicians, ensuring top-notch service delivery and asset reliability. Your focus will be on maintaining the highest standards of electrical asset serviceability and the overall condition of facilities, while encouraging a strong sense of ownership within the team. You will lead by example in driving operational excellence, setting clear expectations for performance and safety.

In this hands-on leadership role, you'll be at the forefront of enhancing customer service and client satisfaction, actively addressing and managing any behaviours that fall short of EMCOR UK's values. You will oversee both directly employed personnel and third-party contractors, ensuring that all work aligns with the company's standards and culture.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Ensure the timely completion of tasks and optimal resource allocation to meet operational needs, balancing both urgent and planned maintenance priorities effectively.
- Support the tactical execution of the 5-year electrical maintenance plan, aligning with Critical Performance Indicators (CPIs) and Key Performance Indicators (KPIs), and adapting strategies as necessary based on evolving operational requirements.
- Ensure Electrical technicians work to defined safe systems of work, policies, and procedures, empowering them to have the confidence to stop work when something is not right, escalating and organising appropriate interventions for timely resolution.

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- Provide technical support and guidance to maintenance staff, fostering a collaborative environment that promotes skill development and knowledge transfer, ensuring that all team members are equipped with the latest industry standards and practices.
- Ensure the effective delivery of Business as Usual (BAU) electrical safety programs, overseeing and reinforcing a culture of safety that ensures the well-being of all staff and compliance with regulatory standards.
- Ensure reactive maintenance tasks are responded to within defined timescales, implementing measures to minimise downtime and maintain operational continuity, prioritising critical systems and equipment.
- Provide area ownership and management of all in-scope electrical areas (HV / LV Substations, switch-rooms, and apparatus).
- Carry out duties of LV and HV Authorised Person when appointed to do so, ensuring all safety protocols are adhered to, and ensuring the appropriate levels of competence and responsibility are maintained in all electrical operations.
- Drive continuous improvement initiatives within the electrical maintenance function, regularly reviewing work processes, identifying areas for improvement, and ensuring that improvements are implemented effectively, resulting in enhanced operational efficiency and performance.
- Work closely with team members to identify opportunities for process improvements, cost efficiencies, and safety enhancements, contributing to a culture of innovation and accountability within the electrical maintenance team.
- Mentor, coach, and motivate electrical technicians, providing direction and fostering a sense of ownership and accountability, ensuring the team works cohesively and develops both professionally and personally.
- Collaborate with other departments and stakeholders to ensure seamless coordination of electrical maintenance with other operational areas, minimising disruptions and optimising the overall workflow.
- Drive a proactive approach to troubleshooting and fault finding, ensuring that the team is equipped with the tools, training, and support to solve problems quickly and effectively to reduce downtime and improve system reliability.

## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

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- Role holder will be expected to control sub-contractors to a high level of safety and quality compliance.
- Role holder will be expected to put contractors to work, issuing safety documents and ensuring safe systems of work are followed.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

### Essential & Required

- Level 3 NVQ or equivalent in an electrical discipline
- BS7671 – 18<sup>th</sup> Edition Wiring Regulations
- Minimum of 3 years demonstrable experience in a related role / industry.
- Experience of safe working practices and permit to work systems.
- Willingness to attain Authorised Person HV/LV within probationary period and hold this appointment throughout employment (AP appointment is a requirement of the role)
- C&G 2391-52 Inspection & Testing or equivalent
- Ability to lead, develop, and motivate teams to achieve high performance.
- A proactive, hands-on leader with a focus on operational excellence and continuous improvement.

### Desirable

- C&G 2396 Design & Verification of Electrical Installations
- Electrical Engineering HNC or equivalent.
- IEng or working towards, with a thirst to attain full chartered status.

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

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- There may be a requirement to work overtime, to support key aspects of the role, on occasion.
- Out of Hours support in the event of high impact system failure / outage, remote or call to site – reimbursement will be made in respect of any call out..
- You are required complete any reasonable management request.

Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR<sup>UK</sup> Competency Level</i>		<i>Training Profile UTC</i>	