

**Job title: Compliance
Electrical Inspector**

**Line manager: Senior
Compliance Electrical
Inspector**

Grade (if applicable): 3

Direct reports: N/A



Role purpose:

This role is to carry out electrical services post inspections following repairs carried out by the electrical services maintenance contractors. To provide quality controls and compliance to internal and external teams on all existing electrical services workstreams, manage quality assurance of Peabody's electrical services delivery across all electrical workstreams. To provide excellent front line customer service by working in partnership with internal and external stakeholders to ensure customers' needs are met and the departmental/team objectives are achieved.

Key results:

- To ensure the provision of excellent customer service and experience to all stakeholders to maximise customer satisfaction.
- To externally represent and promote Peabody effectively by creating a consistent, professional and positive image.
- Apply professional knowledge of electrical services ensuring they represent high standards of quality.
- Carry out electrical services post-inspections on electrical works delivered by the various teams and maintenance contractors.
- Maintain accurate written and computerised records, collate and disseminate information.
- Review for compliance the electrical services work completed handover certification, drawings and operation manuals with applicable standards and codes of practice.
- Review for compliance electrical testing, commissioning and servicing certification for suitability and record remedial works for post inspection
- To monitor and report on remedial work completed by external contractors and proactively manage the key stakeholders relevant to specific works.
- To ensure compliance with Peabody's standing orders and with any appropriate published departmental standards and procedures.
- To support and advise staff involved with the accurate diagnosis of works, preparation of any specifications, schedules of work and other contract documentation necessary to ensure the technically correct and timely progress and completion of commissions
- To control all time and costs spent on compliance projects to ensure that these are contained within generally prescribed or separately agreed targets
- Provide asset information of installations including providing supporting evidence and list of any faults found.
- Benchmark contractor performance to identify and implement opportunities for improvement and to share best practice.
- Provide quality assurance reports to Senior Compliance Electrical Inspector and Electrical Compliance Manager and support colleagues in the Electrical Compliance Team.
- Provide support to the wider Asset Compliance & Fire Safety Team.

Success metrics:

- Maintain strong communication channels with all internal and external customers.
- Meet or exceed customer satisfaction as measured through the post-inspection process
- Improve contractor quality (zero defects) as measured by KPIs
- Provide post-inspection and survey reports in a timely fashion
- 100% compliance performance (quality of certification)

Version Date:

Signed off by:

About you:

You will be:

- Ability to work independently and as part of a team, exercising good initiative and judgement.
- Excellent written and verbal communication skills.
- Proven time management and tasks prioritization skills.
- Proven experience and ability to deliver excellent customer care and valuing diversity.
- Proven attention to detail and ability to work on a variety of tasks simultaneously.
- Ability to work under pressure and meet deadlines and targets
- To ensure all policies and procedures are adhered to so that consistent and standard practice is achieved across the organization.
- A commitment to continuing professional development.
- Have good IT skill including knowledge of the Microsoft Office package.
- Experience of residential buildings environment.
- Ability to devise, communicate, and gain acceptance for and implement new ideas and technical solutions to building services problems and to convey information to others by way of written reports.
- Good organisational and administrative skills and experience of creating and maintaining accurate and complex written and computerised records as well as collating and disseminating information.

You will have:

- Must hold City Guilds 2381/2 18th Edition of IET wiring regulations; City Guilds 2391 or 2394 & 2395 inspection and testing & BS7671 Eighteenth Edition or equivalent qualifications.
- Up to date knowledge of Health & Safety.
- Advanced level IT skills.
- Full UK drivers' license and use of vehicle.

Desirable

- HNC/D or equivalent in Electrical Engineering or Building Services Engineering discipline.
- IET and/or CIBSE membership
- Health & Safety qualifications such as: Working at Heights;