

Job Summary

Job Title:	Electrician
Directorate:	Assets & Property Services
Department:	Property Services
Location:	Solis One, Rising Sun Industrial Estate, Blaina, NP13 3JW
Reports to:	Electrical Team Leader
Salary Range:	£35,000-38,000

Job Purpose

The Electrician is responsible for delivering safe, compliant and high-quality electrical inspection, testing, maintenance, repair and installation services across Tai Calon's homes, communal areas and other properties. Working directly with residents, the role provides a professional and considerate service, keeping customers informed and aiming to complete work right first time.

The postholder will identify faults, manage risks and resources, complete accurate certification and records, and undertake appropriate multi-skilled tasks to support an efficient property service. They will work collaboratively with colleagues and partners, respond flexibly to priorities and emergencies, and help maintain safe, well-maintained homes.

Stakeholders

INTERNAL STAKEHOLDERS	EXTERNAL STAKEHOLDERS
Customer Experience Team	Tai Calon Tenants
Head of Service and management team	External suppliers of materials

**a key stakeholder list, not a complete comprehensive list*

Line Management Responsibility? – Yes/**No**

Key Responsibilities

- Carry out electrical inspections, testing, fault-finding, repairs, maintenance and installations across occupied homes, void properties, communal areas, garages and commercial premises.
- Complete electrical installations ranging from single circuits to full property rewires, including testing, certification and accurate reporting.

- Ensure all electrical work complies with current regulations, manufacturers' instructions and Tai Calon policies and procedures.
- Deliver safe, high-quality workmanship and aim to complete repairs correctly on the first visit.
- Provide a professional, considerate and customer-focused service, keeping residents informed of progress and next steps.
- Undertake periodic electrical inspections and Portable Appliance Testing as required.
- Assess jobs and identify, measure, specify and order the materials, plant and equipment needed to complete the work.
- Carry out dynamic risk assessments, including reviewing asbestos information and other identified hazards before and during work.
- Maintain a safe, clean working environment and use tools, equipment and personal protective equipment correctly.
- Respond flexibly to changes in workload, priorities and emergencies, deciding the appropriate action when work cannot be completed immediately.
- Accurately complete daily job records and updates using the PDA and relevant scheduling procedures.
- Liaise effectively with colleagues, managers, suppliers, other teams and external agencies to coordinate work and report additional repairs or safety concerns.
- Undertake appropriate multi-skilled and ancillary tasks, including minor carpentry, plastering, tiling and plumbing work.
- Take responsibility for allocated vehicles, van stock, tools, equipment, devices and cards; participate in the out-of-hours rota and support apprentices or trainees when required.

Qualifications & Experience

- Educated to level 3 National Qualification Framework for England, Wales and Northern Ireland
- City & Guilds NVQ Level 3 – Electrical Installations
- City & Guilds 2382-10 (Certificate in requirements for electrical installation – BS7671:2008)
- City & Guilds 2382-20 (Certificate in requirements for electrical installation – BS7671:2008)
- City & Guilds 2391/2395 (Inspection, testing, certification of electrical installations)
- 18th Edition Qualification
- Health and safety knowledge with an ability to ensure safe working practices
- Well organised, with attention to detail, to ensure effective work planning, prioritisation, multi-tasking, and meeting of deadlines for own work.
- Negotiates/liases with customers/staff effectively, showing a willingness to find common ground.
- Will need to be able to travel as part of the job, in a timely manner
- *Desirable: Asbestos Awareness level 1 Certificate / skills level 2 certificate*
- *Desirable: City & Guilds Level 1 Multi-skilling accreditation or willingness to work towards*
- *Desirable: Knowledge of the social housing sector in Wales*

- *Desirable: Experience using Microsoft Office, including Word, Excel, and PowerPoint, and handheld devices such as PDAs/Tablets.*
- *Desirable: Welsh Language Skills*

Personal Attributes

- Be able to demonstrate excellent written and verbal communication skills.
- Able to problem solve and make sound judgements of decisions when required
- Able to work as part of a team
- Demonstrates integrity and support for organisational values.
- Open to change and demonstrate a positive, solution focused attitude.
- Able to work on own initiative, think laterally, negotiate and develop creative and innovative solutions
- *Desirable: Flexible, willingness to work outside of normal working hours*

Working With Us

Join Tai Calon and help shape places people are proud to call home.

As Blaenau Gwent's largest social housing provider, we manage nearly 6,000 homes and the green spaces that connect our communities.

With over 300 colleagues and £243 million invested since 2010, this is your chance to do meaningful work that changes lives.

We are also a disability-confident employer.

Our CALON values shape how we work, how we treat each other, and how we make a difference every day.

- C – Creativity: Think differently. Challenge what can be better.
- A – Authenticity: Be yourself. Act with honesty and integrity.
- L – Learning: Stay curious. Keep growing.
- O – Ownership: Take responsibility. Learn and improve.
- N – Not on your own: Work as one team. Support each other.



Benefits:

Free on-site parking, incl. electric charging points	Defined Contribution Pension Scheme
25 days holiday + 8 bank holidays	Hybrid and flexi-working (role dependent)
Cycle to Work Scheme	Free, confidential 24/7 EAP service
HOP Discount Site (Home of Perks)	Occupational Sick Pay