

**Job Title:** Electrician

**Department:** Works department

**Reporting to:** Works Manager

**Responsible for:** Not applicable

**Hours of work:** Based on a rota, 40-hours per week, any 8 hour shift between 08:00 – 17:00, including lunch and tea breaks totalling 1 hour per day. Any 5 days out of 6 from Monday to Saturday.

**How to apply:** Please send your CV to HR@lincolnsinn.org.uk

# Post Objectives

To undertake general electrical maintenance and installation work in accordance with good work practices, including industry-recognised standards and regulations, and to assist allied trades and contractors employed by the Inn.

# Main Duties

The following list of duties is indicative of the nature of the post. Priorities, timescales, and standards will be set in agreement with management, recognising the level of professional competence of the post-holder.

1. To carry out Planned Preventative Maintenance, general electrical checks, reactive repairs and installations on the Inn’s electrical systems including lamp changing within the Inn; Report on findings and works undertaken.
2. To work with the Works Manager in planning completion of the CAFM Generated PPM programme and delivering allocated PPM maintenance tasks.
3. To use the Inn’s CAFM System via a PDA or PC as appropriate for the administration of, and reporting on, reactive and planned maintenance works.
4. To generate and hold hard and soft copies and keep chronologically filed maintenance certificates, COSHH sheets and other certification on the Inn’s CAFM system.
5. Be familiar with the operation of plant, such as, air handling units, boilers, water heaters, pumps and motors, and be able to carry out minor repairs and report on maintenance requirements.
6. To assist other trades and on an occasion assist in other areas of work within the Estates Department.
7. To always comply with the Inn’s health and safety policy for the health and safety of staff, members, and visitors.
8. To undertake any such self-development and training as is appropriate to the post and within the capability of the post-holder.
9. To carry out clerical duties, answering the telephone, taking messages and stocktaking when required.
10. To present themselves for work punctually and dressed appropriately for the role.
11. To undertake any other duties commensurate with the post.



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**Department:** Estates

**Criteria**

1. Qualified to a minimum of:
2. 18th Edition of the Wiring Regulations BS 7671:2008 (Requirements of Electrical Installations - City & Guilds 2382-18 Level 3)
3. Electrotechnical NVQ at Level 3 or a Mature Candidate Assessment Qualification
4. Hold an ECS (Electrotechnical Certification Scheme) Gold Card from the JIB.
5. Able to demonstrate a minimum of two years solid post-qualification experience of general electrical maintenance and installation work.
6. Familiar with the operation of plant such as, air handling units, boilers, water heaters, pumps and motors with experience of carrying out minor repairs and logging maintenance requirements.
7. Able to work as part of a team in order to complete a project.
8. Able to communicate clearly and effectively, both verbally and in writing.
9. Physically fit and able to work at height.
10. Able to trace and rectify faults with knowledge of control panel wiring is desirable.
11. Portable Appliance Testing – be trained or willing to undertake training.
12. Able to use own initiative with an aptitude for problem solving.



**Benefits**

## ****What's in it for you?****

There are lots of great reasons to work at Lincoln's Inn, including:

* Generous annual leave entitlement; 30+ days including closure periods over Christmas, Easter and August (for most roles)
* An excellent free lunch
* A 40-hour working week including paid breaks (for most roles)
* Hybrid working (depending on role)
* Overtime paid for Operational roles
* Private Medical Insurance
* A non-contributory 10% Stakeholder Pension Scheme
* Interest-free Season Ticket/Bicycle loan
* Free uniform for operational roles (laundered)
* Enhanced Maternity and Paternity and Shared Parental Leave
* Great annual training and continual development support
* Bicycle stands and shower facilities
* Great annual training and continual development support
* Death in Service benefit; 6 x your annual salary
* Free Eye tests and free chiropody
* Access to a confidential Employment Assistance Programme
* Team building days
* Plenty of social events, such as staff parties, quiz nights etc.
* Employment Membership shopping discounts

The Honourable Society of Lincoln's Inn is committed to ensuring both its members and staff members are treated with dignity and respect throughout their careers. We promote [values](https://www.lincolnsinn.org.uk/about-us/who-we-are/) of trust, transparency, and respect for all through robust policies and procedures.