



LIVERPOOL  
HOPE  
UNIVERSITY

1844

## Recruitment Pack

# APPROVED ELECTRICIAN

Job Reference: 5BSE10

Closing date: Monday 2<sup>nd</sup> June 2025 at 12 noon

[www.hope.ac.uk](http://www.hope.ac.uk)







**POST:** APPROVED ELECTRICIAN

**STARTING DATE:** TBC

**SALARY RANGE:** £32,546 to £37,174 (Grade 6)

**TYPE OF CONTRACT:** Permanent

**WORK PATTERN:** Full Time

**REPORTS TO:** Head of Maintenance

**LOCATION:** Liverpool- Expected to work across all sites as required

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## The Post

**Liverpool Hope University is special institution, grounded in history and driven by a values-led approach to educational delivery.**

### **Join Our Team as an Approved Electrician at Liverpool Hope University!**

Are you looking for a rewarding role where you can make a real difference in a welcoming and supportive environment? We're excited to offer an opportunity for an **Approved Electrician** to become a valued member of the **Liverpool Hope University** team.

As an Approved Electrician, you will play a vital role within our **Estates Department**, which is responsible for maintaining and enhancing the University's buildings and campus. From large-scale new build projects to everyday maintenance. The team includes Campus Services and Domestic Services. Overall the Estates Department ensures that our community enjoys a safe, clean, and welcoming environment.

### **About the role**

The role as approved electrician is required to cover reactive electrical works, minor works certificates and electrical installations.

Working in collaboration with the Head of Maintenance, the Approved Electrician will possess particular practical, productive and electrical engineering skills with adequate technical supervisory knowledge so as to be able to work on their own proficiently and carry out electrical installation work without immediate supervision in the most efficient and economical manner

They will set out jobs from drawings and specifications and requisition the necessary installation materials; be able to accept responsibility for the proper completion of jobs and, if required, supervise other operatives. They must have a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, of the current IET Wiring Regulations for Electrical Installations, The Electricity Safety, Quality & Continuity Regulations as amended (so far as they deal with consumers' installations), the Electricity at Work Regulations 1989 and of any Regulations dealing with consumers' installations which may be issued, relevant statutory and British standards and Codes of Practice, and of the Construction Industry Safety Regulations.

### **Who We're Looking For**

We welcome applicants from individuals who enjoy problem solving, delivering excellent customer service and working collaboratively as part of a team. If you have a keen eye for detail, a strong work ethic, and a commitment to maintaining high standards, we'd love to hear from you!

Candidates should demonstrate excellent investigation and problem-solving skills, and excellent customer services skills.

You will hold an Electrical NVQ Level 3, City & Guilds 18<sup>th</sup> Edition BS 7671; and a 2391-52 Electrical Inspection and Testing qualification. Ideally you will also be the holder of a current ECS card.

## Job Description/Key duties of the post

### Purpose of Job

The Maintenance Section provides maintenance services on a diverse range of building services, including LV electrical distribution equipment, General & Emergency Lighting, LV power, Fire Alarms, Motors, Pumps and Control Systems.

The role of the Multi-skilled Approved Electrician is to undertake both planned and reactive maintenance and repair tasks across the range of construction trade disciplines, with a focus on electrical building services, plant and equipment across the University estate and to be able to undertake sufficient mechanical work to enable them to undertake their electrical work effectively and in its entirety.

They will be able to work on their own proficiently and carry out electrical installation work without immediate supervision in the most efficient and economical manner, and where assigned, will provide a dedicated support maintenance service.

### Key Tasks / Responsibilities

The following is a guide of duties corresponding with this role; it is not exhaustive. The levels of competence needed are expected to be at a trade level however further training may be available in some areas, if required.

1. Maintenance and repair of the following systems including:

- LV Electrical Distribution Equipment
- LV Circuit Wiring up to 400 volt
- Containment Systems e.g. Conduit, Trunking, Tray etc.
- MICC, SWA & Soft Skinned Cabling
- Motors
- Control Systems

Where necessary:

- To carry out local mechanical isolation and re-instatement in order to safely complete electrical maintenance works.
- Mechanical checks and fault finding.

2. Programming lighting controls.
3. BMS (Building Management System) system related work such as changing sensors, some understanding.
4. Test, inspection and record keeping of own work.
5. Carry out primarily reactive maintenance tasks, taking full responsibility for the location, investigation, troubleshooting, root cause analysis and repair of faults and tasks.
6. Undertake small installation / alteration work as part of building refurbishment or change of use if required.
7. Demonstrate excellent customer service at all times including keeping the requestor updated on progress whether they be students, staff or contractors.
8. Accept and respond to works instructions given verbally, via PC, Smart phones, tablets or printed work orders.

9. Complete job / work records via smart phones, tablets, email or printed work orders.
10. Arrange follow on collaboration with other trades or supervisors as required.
11. Provide information as requested for risk registers, condition surveys and databases.
12. Escalate issues found during maintenance requiring capital investment, e.g. replacement items following repeat maintenance visits.
13. Maintain the health and safety of self and others at all times by adhering to Health and Safety legislation and the University's Health and Safety Policy and additional safe working practices outlined in the Departmental Safety Handbook.
14. Immediately report any concerns that they may have over any unsafe equipment or practices or locations.
15. Qualified trade staff are expected to support apprentices in a trainer/ mentor role.
16. You will, from time-to-time, be required to undertake other duties of a similar nature as reasonably required by your line manager.
17. You are required to follow all relevant legislation, University policies and procedures at all times and take account of University guidance.
18. Maintain a thorough working knowledge of the National Working Rules for the Electrical Contracting Industry, of the current IET Wiring Regulations for Electrical Installations, The Electricity Safety, Quality & Continuity Regulations as amended (so far as they deal with consumers' installations), the Electricity at Work Regulations 1989 and of any Regulations dealing with consumers' installations which may be issued, relevant statutory and British standards and Codes of Practice, and of the Construction Industry Safety Regulations.
19. Provide a reactive multiskilled maintenance service e.g. fixing broken items (door handles, window catches etc); unblocking sinks and toilets; replacing fixtures and fittings; in accordance with the terms of the University's Maintenance Procedures.
20. Provide an out-of-hours reactive maintenance service as requested.
21. Provide a flexible service to include an element of overtime/weekend working as required to facilitate University activities.
22. Maintaining good housekeeping standards within working areas.
23. Ensuring the appropriate Personal Protective Equipment is worn/used in accordance with the University's procedures and expectations in this area.
24. Seasonal gritting as required, (this may involve flexible working hours i.e. early start/finish as instructed).
25. To undertake regular training in order to maintain an appropriate level of skills and understanding of changes in legislation.
26. Proactive in reporting maintenance defects or repairs.
27. Required to use a range of power and hand tools, and be expected to be compliant with all Health and Safety legislation, regulations and University guidelines.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

<b>Regular contacts (internal / external)</b>
Head of Maintenance Director of Estates Estates Services Manager Estates Finance & Office Manager Estates Helpdesk Administration Staff University Staff Contractors.
<b>Staff Reporting to Post holder</b>
None.

## Person Specification

### Methods of assessment

Application form **(A)**

Interview **(I)**

Presentation **(P)**

<b>Educational Requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of Assessment (A/I/P)</b>
<ul style="list-style-type: none"> <li>NVQ Level 3 (18th Edition) Electrical qualification - Level 3 Award in Requirements for Electrical Installations BS 7671:2018 or equivalent.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Possess a current 2391-52 Electrical Inspection &amp; Testing Qualification</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Hold a current ECS Card</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Current tower and ladder training certificate.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Construction Health and Safety qualification.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Full UK Driving License</li> </ul>	E	A/I



<b>Experience</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>Experience of carrying out a range of reactive and remedial maintenance, improvement works and minor projects.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Experience of organising, supporting and delivering electrical works in accordance with Service Level Agreements</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Evidence of working independently, proactively dealing with customer issues and resolution</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Driving experience with a van and to have a clear understanding of the responsibilities of a van driver to other road users and pedestrians.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Experience of working within a maintenance environment. Ideally with demonstrable experience in electrical maintenance within complex or multi-site environments.</li> </ul>	E	A/I
<b>Skills and Knowledge</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>Experience and knowledge of safe working practices and health and safety legislation.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Knowledge and understanding of carrying out and recording all the daily mandatory Driver Safety checks on the van prior to use.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>Knowledge and past experience of using, creating and following risk assessments, and following method statements.</li> </ul>	E	A/I



<ul style="list-style-type: none"> <li>• Able to effectively use IT tools, including email, for daily administrative and communication purposes</li> </ul>	E	A/I
<b>Any other requirements</b>	<b>Essential (E)/Desirable (D)</b>	<b>Method of assessment</b>
<ul style="list-style-type: none"> <li>• Commitment to continuing professional education and development.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Evidence of working alone or as part of a team.</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Able and willing to lift, carry and undertake manual tasks (within HSE guidelines) and to work at height</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Willingness to participate in the University emergency call out service</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>• Willingness work flexibly and outside normal office hours. On occasion and when required to complete a project or meet University needs.</li> </ul>	D	A/I
<ul style="list-style-type: none"> <li>• Demonstrate an understanding of and commitment to Equality and Diversity.</li> </ul>	E	A/I

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## Contact for Queries

John Begley  
Head of Maintenance  
begleyj@hope.ac.uk

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## Conditions of service:

This post is based at Hope Park campus. However, you will be required to work across all sites of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £32,546 to £37,174 per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

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## Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;

- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

### **Liverpool Hope's Values**

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

### **Equality and Diversity**

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

### **Health and Safety**

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

### **Sustainability**

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

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## **Benefits of working at Liverpool Hope University**

Liverpool Hope offers its employees a full range of benefits:

### **Pay and Pensions**

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

## **Home and Family**

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

## **Training and Development**

- Induction training for all new staff
- Staff development opportunities

## **Health and Well-Being**

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

## **Library services**

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

## **Car Parking**

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.



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## How to apply

You can download the application form by the link below:

[How To Apply](#)

We are passionate about creating a diverse workforce and positively encourage applications from under-represented communities. We particularly encourage applications Black, Asian and Minority Ethnic (BAME).

We are committed to an inclusive and accessible recruitment process and participate in the **Disability Confident** scheme, ensuring all candidates are considered fairly and supported where needed.

Interested candidates should submit an application form to [jobs@hope.ac.uk](mailto:jobs@hope.ac.uk). The application should outline your previous experience, and how your skills and experiences are suitable for the role of Approved Electrician. You should make sure to highlight how you meet the Essential Criteria as outlined on the Person Specification.

Closing date for applications is **Monday 2nd June by 12.00 noon**.

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

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