

# JOB PACK

## ELECTRICIAN

Creating homes.  
Building lives.



**Jigsaw**



# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Location:</b>	Various locations throughout Greater Manchester and surrounding areas.
<b>Holidays:</b>	24 days leave per annum plus 3 days for Christmas closure (based on a 5 day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
<b>Pension:</b>	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Working Pattern:</b>	Your normal working pattern will be 37 hours per week between the hours of 8.00am & 4.15pm, Monday to Friday, with an earlier finish on a Friday.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer 27 working days holiday per annum, includes 3 days for Christmas closure (rising with extended service), occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities, plus much more. See the benefits page on our website for more details.

<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Mandatory Training:</b>	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Disclosure barring checks &amp; Medical Clearance:</b>	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability &amp; medical clearance from our Occupational Health Provider before appointment. Visit <a href="http://www.jigsawhomes.org.uk/dbs">www.jigsawhomes.org.uk/dbs</a> to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a></p>
<b>Diversity:</b>	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

With a passion for innovation and excellent service delivery, we are constantly looking for ways to improve our services and build on our reputation as a cutting edge Asset Management department. Our department proudly provides the majority of the Group's upper quartile, front line services and our experienced team are fundamental in helping us achieve this.

### Role Summary

Your skilled work in this role will be vital in keeping our residents and our homes safe. You will carry out a wide range of domestic electrical tasks from responsive repairs to first and second fix installations, ensuring that you maximise the performance of our essential, front-line service.

**Responsible To** - Operations Manager - Electrical

**Responsible For** - Apprentices and Improvers when required.

## MAIN TASKS OR ACTIVITIES

1. Installation, testing and repair of domestic and electrical systems, renew fittings, wiring, systems or parts of systems, to the highest standards whilst achieving value for money.
2. Feedback to the Electrical Manager and planning team on progress of your work.
3. Check and ensure that all places where work is carried out have a safe working environment for work to proceed.
4. Help and work with residents regarding property issues, arranging appointments with the planners as and when required.
5. Report any incidents of concern regarding residents to the Electrical Manager immediately.
6. Make good disturbed structures/finishes of a minor nature and report to Planner or Electrical Manager where other trades persons are required to make good.
7. Report any instances of damage caused to tenant's property to the Electrical Manager.
8. Work effectively with other team members, residents, contractors etc. either over the telephone, by e-mail or in person.
9. Assist other members of the Asset Management Team in the execution of work requiring more than one operative.
10. Use, maintain, clean and store all tools, equipment, vans and first aid boxes etc., provided by the Group, in accordance with manufacturers/suppliers instructions.
11. Order, collect and take delivery of materials and plant hire equipment required for completion of maintenance work.
12. Carry out all duties in accordance with Health & Safety requirements.
13. Attend regular training and technical updates as required.
14. Provide cover for team members when they are absent from work as and when required.
15. Supervise and coach trainees when required.



16. Take all reasonable steps to prevent damage to tools and equipment and the possibility of theft.
17. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested to ensure compliance with the Group policies and procedures.
18. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
19. Carry out any reasonable duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors.

## Candidate Requirements

### Candidate Requirements:

- IEE 18<sup>th</sup> Edition or equivalent
- NVQ Level 3 / Part 1 & Part 2 in electrical installation or equivalent
- Full, valid UK driving licence
- Experience in the installation and maintenance of domestic systems with the ability to demonstrate technical skills
- Awareness of Health & Safety Consideration
- Ability to work harmoniously with others, helping to generate a positive team atmosphere whilst building effective working relationships

# JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



# Jigsaw Homes Group Limited

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