



COMPETENCE BASED JOB PROFILE

Job Context

Job Title: Trainee Electrician	Service: Property Services
Job Family: Technical	Location: Greater London and South East
Reports to: Senior Engineers	Date: December 2020

Overall Purpose

<p>Purpose of the Job:</p> <p>To provide a comprehensive service supporting the delivery of the products and services of Avatar Electrical Ltd to their customer base.</p>
<p>Main Accountabilities of the job:</p> <ul style="list-style-type: none"> • Contribute to team working methods as directed to ensure successful delivery of Avatar Electrical aims & objectives and customer satisfaction whilst ensuring appropriate preparation while completing and maintaining all appropriate records in relation to work carried out. • Complete the relevant course of work of the Professional Development Awards/Level 2/3 NVQ in appropriate discipline ensuring attendance at college and all associated work is carried out to a satisfactory level. • Carry out all work and associated duties according to agreed timescales, to agreed performance output targets and to a high quality standard as directed by tradesperson. • Observe and comply with Health & Safety guidelines and code of conduct policies. • Attend all relevant training courses, tool box talks and quarterly reviews as directed. • Accurately complete and submit appropriate documentation as dictated by Company policy, legislative and Resource requirements.

Job Specific Competencies	
Knowledge & Experience	Level 1
<ul style="list-style-type: none"> • Work towards gaining Professional Development Awards/NVQ Level 2/3 qualification in appropriate discipline. • Gain experience of working within either commercial/domestic building or a construction / maintenance environment under the supervision of a tradesperson. • Work towards being able to identify the underlying cause of a problem and seek advice on the appropriate remedial action to rectify faults. • Undertakes all tasks within the scope of own trade to a high quality in line with the requirements of BS7671 and as directed by tradesperson. • Deliver all work within the timescales and agreed personal performance levels. • Gain experience of using and understanding all relevant appropriate data transfer systems, mobile communications, tools, plant & transport within the processes and procedures set out. • Display competent literacy and numeracy skills. • Gain awareness of relevant legislation and work towards the ability to put this in practice. 	
Adaptability & Flexibility	Level 1
<ul style="list-style-type: none"> • Assess working environment and adjust working practices to suit under direction of tradesperson. • Responds and adapts positively to changing priorities. • Demonstrates openness to new organisational structures, procedures and technology. • Undertake continuous personal and technical development. • Undertake a range of tasks and is willing to take on additional tasks if necessary. 	
Planning & Organising	Level 1
<ul style="list-style-type: none"> • Plans and organises allocated workload to satisfy programme deadlines and job targets under the supervision of a tradesperson. • Can demonstrate the ability to prioritise workload under the supervision of a tradesperson. • Works with a tradesperson to organise appropriate materials, plant, transport and any other resources required to efficiently facilitate all scheduled work. • Ensure accuracy, quality and timeous submission of all documentation in accordance with procedures and policies under the direction of a tradesperson. • Demonstrates working within a performance environment by working towards achieving targeted objectives. 	

Core Competencies	
Personal Initiative & Drive	Level 1
<ul style="list-style-type: none"> • Enlists supervisors / line managers' support in obtaining the information, resources and training needed to accomplish work effectively. • Takes active role in Performance and Development Review process. 	
Equal Opportunities	Level 1
<ul style="list-style-type: none"> • Avoids the use of any language, actions and behaviours which may be considered discriminatory or cause offence to be taken. • Treats customers and co-workers fairly. • Actively supports any employee experiencing any unacceptable behaviour. • Takes appropriate action when faced with unacceptable behaviour (e.g. reports it to manager) Participates in any relevant training provided. 	
Customer Care	Level 1
<ul style="list-style-type: none"> • Provides a timely service to colleagues and customers showing tact and sensitivity to the needs of others (e.g. on reception, over the telephone). • Is polite and appears interested when dealing with customers. • Displays an approachable and helpful manner. • Deals positively and objectively with difficult customers. • Exercises discretion and deals with confidential issues in the appropriate manner. 	
Cooperating with Others	Level 1
<ul style="list-style-type: none"> • Displays willingness to take part in team activities and contribute any ideas for improvements. • Carries his / her fair share of the workload. • Supports colleagues during peak seasons e.g. during summer season and is flexible in the work they carry out. • Provides assistance to others when they need it. • Is able to use initiative and ask other colleagues for support, if goals or deadlines are threatened. 	
Working Safely	Level 1
<ul style="list-style-type: none"> • Ensures own work area is in good / safe condition and takes action as appropriate to reduce / minimise risks to self and others, reporting issues where necessary. • Undertakes any health and safety training relevant to them. • Wears protective equipment and clothing where required. 	
Technical	
<p>You will be required to use ladders/scaffolding, hand and power tools and potentially undertake manual lifting and handling of heavy items. You may also be required to work at height or in confined spaces. For the Electrician the ability to differentiate different colours is essential.</p>	

Transport
You will be required to drive the company vehicles and you should have a clean, full manual transmission driving licence. Due to restrictions imposed on us by our insurance company, you must be at least 21 years old to drive the company vehicles.

Personal Qualities	Essential/ Desirable
Qualification (non-Trade)	
Maths – GCSE Grade ‘C’ or better	D
English – GCSE Grade ‘C’ or better	D
Physics – GCSE Grade ‘C’ or better or Triple Science – GCSE ‘C’ or better	D
Qualification (Trade)	
<i>C&G also includes EAL equivalents</i>	
C&G 2331/2365/2357 or equivalent Level 2 or better	E
C&G 2331/2365/2357 or equivalent Level 3 or better	D
C&G Electrotechnical NVQ Level 3	D
AM2 Practical Qualification	D
C&G BS7671 18 th Edition	D
C&G Initial Verification and Testing	D
Valid ECS card to your current level of qualification <i>A CSCS card is NOT acceptable</i>	E
Manual Handling	D
PASMA	E
IPAF	D
Previous Experience	
Using handtools and small power tools	E
Installing and terminating SWA cabling	D
Installing galvanised steel conduit	D
Installing galvanised steel cable tray	D
Installing PVC conduit and trunking	D