



## JIGSAW HOMES GROUP LIMITED

### BENEFITS AND JOB DETAILS

<b>Position:</b>	Electrician (Please Quote Ref JHG-161 on the application form)
<b>Employer:</b>	Jigsaw Homes Group
<b>Location:</b>	New Charter Building Company, Globe Lane Industrial Estate, Dukinfield and various locations across the North West
<b>Salary:</b>	£33,561 - £35,595 per annum Technician Salary Band F.
<b>Hours:</b>	38 hours per week working: 8.00am - 4.15pm, Monday to Thursday 8.00am - 3.30pm, Friday.
<b>Status:</b>	Permanent subject to probationary period.
<b>Holidays:</b>	24 working days per annum (5 day working week) plus bank holidays, plus 3 concessionary days holiday during the Christmas period, plus additional days after 2 years continuous service to a maximum of 5 days.
<b>Pension:</b>	The Group belongs to the Pension Trust Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Closing date for applications:</b>	15 <sup>th</sup> February 2021
<b>Provisional interview date:</b>	Week commencing 22 <sup>nd</sup> February 2021
<b>Commencement date:</b>	As soon as possible
<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>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>	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Further information about the disclosure can be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a>
<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.
<b>Application to be returned to:</b>	People Team <a href="mailto:recruitment@jigsawhomes.org.uk">recruitment@jigsawhomes.org.uk</a>

## JOB DESCRIPTION

### ELECTRICIAN

<b>Department:</b>	Asset Management
<b>Located at:</b>	New Charter Building Company, Globe Lane Industrial Estate, Dukinfield and various locations across the North West
<b>Hours of work:</b>	38 Hours per week 8.00am to 4.15pm, Monday to Thursday 8.00am to 3.30pm, Friday
<b>Responsible to:</b>	Performance Manager
<b>Responsible for:</b>	Trainees
<b>Overall aim of the job:</b>	To carry out electrical installation condition reporting, installation, upgrades and remedial works in relation to the organisations cyclical programme of works.

## MAIN TASKS OR ACTIVITIES

1. Installation, testing and repair of domestic and commercial electrical systems, renew fittings, wiring, systems or parts of systems, to the highest standards achievable (within budget).
2. Carry out testing and servicing of domestic and commercial electrical plant and equipment, fire alarm systems, emergency lighting systems, communal lighting systems and portable electric appliances.
3. Install new electrical equipment e.g. power points, lights etc. in the Group's property.
4. Undertake all work as directed by the planners or performance supervisor. Advise Planner or Performance Manager of any work which cannot be completed during that visit. Promptly complete records of work completed or delayed due to no access, awaiting materials or any other reason.
5. Inspect items of disrepair. Assess options for repair and/or replacement, and remedy disrepair in the most appropriate manner. Take responsibility for quality of finished job, life expectancy of repair, and quality of service to customer.
6. Check and ensure that all places where work is carried out have a safe working environment for work to proceed. Report unsafe working conditions to a Manager immediately and do not start work on the job unless instructed to do so by a Manager.
7. Act as the Group's contact with its tenants and residents regarding property issues, arranging appointments with the planners as and when required.
8. Report any incidents of concern regarding tenants and residents to the Performance Manager immediately.
9. Make good disturbed structures/finishes of a minor nature and report to Planner or Performance supervisor where other trades persons are required to make good.
10. Clear all work areas and remove rubbish after completion of work.
11. Report any instances of damage caused to tenant's property to the Performance Manager.
12. Effectively communicate with other staff members, residents, contractors etc. either over the telephone, by e-mail or in person.
13. Assist other members of the Asset Management Team in the execution of work requiring more than one operative.
14. Use, maintain, clean and store all tools, equipment, vans and first aid boxes etc., provided by the Group, in accordance with manufacturers/suppliers instructions. Bring to the attention of the Site Manager any items which are damaged, unfit for use, or need servicing immediately.

15. Order, collect and take delivery of materials and plant hire equipment required for completion of maintenance work.
16. Seek and implement service improvements to meet the needs of internal and external customers when possible in consultation with a Manager.
17. Carry out all duties in accordance with relevant legislation affecting the construction/maintenance industry, and in particular, the health and safety legislation within the parameters of the tasks and duties. Ensure that all PPE and RPE is worn as specified for the task, and that where RPE is required ensure the correct fit and protection is achieved appropriate for the task.
18. Attend regular training and technical updates as instructed by the Group within the parameters of the tasks and duties.
19. Provide cover for team members when they are absent from work as and when required.
20. Supervise trainees during daily operations and provide training, coaching and guidance by sharing on the job skills and experience. Check work after each completed task and report on operative's performance to the relevant Performance Manager when required.
21. Attend regular team meetings and performance review meetings as required.
22. Be available for and provide an out of hours emergency call out service as instructed by the Group.
23. Use any transport that is provided by the Group in accordance with all road traffic and highways laws both during the outside normal working hours.
24. Use, re-charge batteries, and store mobile telephones provided by the Group.
25. Take all reasonable steps to prevent damage to tools and equipment and the possibility of theft.
26. Where necessary provide information to the Group's insurers.
27. Carry out all duties in accordance with the Groups policies and procedures and Financial Regulations.
28. Contribute to the Group's Quality Improvement Programme, recommending improvements to stock as and when required.
29. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
30. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
31. Carry out any duty which may be, from time to time, requested by the Performance Manager, Assistant Director - Responsive Repairs, Operations Director Asset Management, or Chief Executive, commensurate with the position.

**PERSON SPECIFICATION  
ELECTRICIAN**

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<b><u>QUALIFICATIONS</u></b>		
NVQ Level 3 / City and Guilds in Inspection and Testing 2391 or equivalent	E	Application Form/Certificates
IEE 18 <sup>th</sup> Edition or equivalent	E	Application Form/Certificates
NVQ Level 3 / Part 1 & Part 2 in electrical installation or equivalent	E	Application Form/Certificates
<b><u>SKILLS/EXPERIENCE</u></b>		
Experience in the installation and maintenance of domestic systems with the ability to demonstrate technical skills	E	Application Form/Interview
Post training experience in the construction/maintenance industry	E	Application Form/Interview
Up to date knowledge of relevant legislation and regulations	E	Application Form/Interview
Awareness of Health and Safety consideration	E	Application Form/Interview
Be able to maintain accurate administration records	E	Application Form/Interview
Experience of receiving/collecting materials and plant hire	E	Application Form/Interview
Ability to climb ladders	E	Application Form/Interview
Good attendance & punctuality record	E	Application Form/Interview
Ability to demonstrate technical skills	E	Application Form/Interview
Ability to keep accurate administration records	E	Application Form/Interview
Ability to demonstrate technical skills	E	Application Form/Interview
Experience in the repair and maintenance of commercial systems	D	Application Form/Interview
Computer literate and able to use PDA Technology	D	Application Form/Interview
A good knowledge and understanding of Social Housing	D	Application Form/Interview
<b><u>COMPETENCIES</u></b>		
Ability to work on their own and as part of a team	E	Application Form/Interview
Take pride in their work	E	Application Form/Interview

Ability to communicate well	E	Application Form/Interview
Works harmoniously with others, helping to generate a positive team atmosphere whilst building effective working relationships	E	Application Form/Interview
Appreciation of the Customer Service skills required within this role	E	Application Form/Interview
A positive and responsive attitude to change, participating and makes constructive suggestions for solutions and improvements	E	Application Form/Interview
A commitment to Groups equal opportunity policies and practices	E	Application Form/Interview
Ability to work under pressure and manage time effectively	E	Application Form/Interview
<b>OTHER</b>		
A full driving licence	E	Application Form/Documentation
<p><b>Please note:</b>  Applicants must meet the above “Essential” criteria as a minimum. “Desirable” criteria will be used as a minimum to further shortlist applications received if necessary. We are willing to consider making reasonable adjustments for people who have a disability. If you have any questions please do not hesitate to contact the People Team.</p>		

**DISCLOSURE BARRING SERVICE INFORMATION**  
**ELECTRICIAN**

**GENERAL DISCLOSURE INFORMATION:**

The provisionally selected successful applicant for the post will be asked to apply for a Standard Disclosure from the Disclosure Barring Service.

A copy of the Disclosure Barring Service' Code of Practice, which Jigsaw Homes is committed to, is available on request.

As Jigsaw Homes meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

**SHOULD YOU DECLARE A CRIMINAL RECORD? (PAGE 4 EMPLOYMENT APPLICATION FORM):**

\*The post for which you are applying involves access to vulnerable people and/or children. It is therefore exempt from the provision of the Rehabilitation of Offenders Act 1974. You are therefore NOT entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any convictions, conditional discharges, bound overs, or cautions, reprimands or final warnings, will not automatically disqualify you from employment but any failure to disclose such information could result in dismissal.

A criminal record will not necessarily be a bar to obtaining a position. This information will be used only to assess the applicant's suitability for employment, in so far as it is relevant, and Jigsaw Homes will consider persons with a criminal record on merit and ability and not discriminated against unfairly.

**DISCLOSURE BARRING SERVICE POLICY STATEMENT**

**General principles:**

As an organisation using the Disclosure Barring Service to help assess the suitability of applicants for positions of trust, Jigsaw Homes complies fully with their Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosure and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

**Storage and access:**

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

**Handling:**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures of Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

**Usage:**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

<p><b>Retention:</b></p>	<p>Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.</p>
<p><b>Disposal:</b></p>	<p>Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.</p>
<p><b>Acting as an Umbrella Body:</b></p>	<p>Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to ensure that they can comply fully with the DBS Code of Practice. We will also take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.</p>
<p><b>Recruitment of ex-offenders:</b></p>	<p>As an organisation using the Disclosure Barring Service to assess applicants' suitability for positions of trust, Jigsaw Homes complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.</p> <p>Jigsaw Homes is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.</p> <p>This policy on the recruitment of ex-offenders is made available to all Disclosure applicants at the outset of the recruitment process.</p> <p>We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.</p> <p>A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.</p> <p>Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential, cover to a designated person within Adactus Housing and we guarantee that this information is only to be seen by those who need to see it as part of the recruitment process.</p>

	<p>Unless the nature of the position allows Jigsaw Homes to ask questions about your entire criminal record we only ask about “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974.</p> <p>We ensure that all those in Jigsaw Homes who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.</p>
<b>Recruitment of ex-offenders - continued:</b>	<p>At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.</p> <p>We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.</p> <p>We undertake to discuss any matter revealed in a Disclosure with the persona seeking the position before withdrawing a conditional offer of employment.</p> <p>Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.</p>