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## Your job

**Job Title: Statutory Compliance Inspection Officer- Electrical**

**Service: Statutory Compliance and Building Safety – Property and Assets**

**Grade: 8**

**Reporting to: Statutory Compliance and Building Safety Electrical Manager**

## Purpose of the Job.

To undertake electrical inspection, testing and compliance activities across Wigan Council's property portfolio, including **corporate, education and communal properties**, together with **electrical vehicle charging points (EVCP)** and associated electrical systems.

The postholder will support the Statutory Compliance and Building Safety Electrical Manager in maintaining statutory electrical compliance, ensuring inspections are completed within required timescales and electrical certification and asset information is accurate and appropriately quality assured.

## Key Responsibilities:

### Electrical Compliance & Technical Oversight.

- Undertake electrical inspection and testing across the Council's property portfolio.
- Inspect and test **single-phase and three-phase electrical installations and systems**.

- Undertake inspection and compliance checks of **EVCP installations and associated infrastructure**.
- Ensure full compliance with relevant legislation (e.g. Electricity at work regulations 1989, BS7671, and internal policies).
- Identify electrical defects, risks and non-compliance and ensure appropriate action is taken.
- Plan and manage own inspection programme and diary to ensure statutory compliance is maintained.
- Monitor upcoming inspections and proactively manage workloads to prevent compliance failures.
- Review and quality assure EICRs and other electrical certification.
- Quality assure electrical certification received from contractors and other Council workstreams.
- Identify incorrect, incomplete or missing certification and ensure issues are resolved.
- Maintain accurate electrical asset, stock and certification information within **C365**.
- Use C365 to monitor compliance, inspections, remedial actions and outstanding certification.
- Undertake post-work inspections and contractor quality assurance audits.
- Provide technical advice and guidance to Council officers, contractors and stakeholders.
- Challenge poor workmanship or non-compliant practices where necessary.
- Keep up to date with relevant electrical legislation, regulations, standards and guidance.
- Escalate significant electrical safety or compliance risks to the Statutory Compliance and Building Safety Electrical Manager.

- Support continuous improvement of the Council's electrical compliance arrangements.

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## **In this job you will need:**

### **Essential Skill & Experience**

- Time served, qualified Electrician with Level 3 NVQ or equivalent.
- 18<sup>th</sup> Edition Wiring Regulations (BS7671) qualification.
- City & Guilds/EAL 2391- Testing and inspection of electrical installations.
- Level 3 Installation of Electrical Vehicle Chargers (EVCP)
- Demonstrate extension knowledge and experience in accurate completion, inputting, validation and management of electrical certification using NICEIC or equivalent certification software
- Demonstrable knowledge of EICRs, periodic testing and remedial works.
- Strong communication and contractor coordinating skills.
- Ability to interpret electrical certification and documentation.
- I.T skills for systems such as Excel, word, C365 and Concerto
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

### **Desirable Qualifications and experience**

- IOSHH/Health and Safety qualification
- P400 Asbestos Awareness
- Emergency Lighting system experience
- Fire Alarm System experience

### **Key Competencies**

- Attention to detail and risk awareness.
- Teamwork and collaborative working.
- Customer service orientation.
- Planning and Coordination.
- Problem-solving and decision making.
- Ability to work under pressure and to deadlines.

## Additional Information

- This role will involve travel across the Wigan Borough area and will require own vehicle and business insurance millage is claimable in line with NJC millage payment.
- A full, Valid UK driving Licence.
- A DBS check may be required.
- Additional Training Courses and Professional development will be provided.

## Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

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## Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
| <b>Be Positive</b>    | “ Take pride in all that you do and support and develop yourself and others. ”           |
| <b>Be Accountable</b> | “ Be responsible for making things better, enabling change and supporting improvement. ” |
| <b>Be Courageous</b>  | “ Be open to doing things differently and working collaboratively with others. ”         |
| <b>Be Kind</b>        | “ Be helpful, generous and thoughtful towards yourself and others. ”                     |