



Your job

Job Title: Statutory Compliance Electrical Supervisor

Service: Statutory Compliance

Grade: 8

Reporting to: Statutory Compliance and Building Safety Electrical Manager

Purpose of the Job.

To lead and ensure statutory electrical compliance across the Council's property stock, providing technical expertise, coordinating electrical maintenance and inspection programs (e.g. EICR's), and supporting the delivery of safe, well-maintained homes in accordance with legal and regulatory standards.

The role ensures tenant safety, satisfaction and regulatory assurance across a multi-disciplinary compliance and building safety team.

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.

In this job you will:

Key Responsibilities:

Electrical Compliance & Technical Oversight:

- Lead the coordination and delivery of statutory electrical inspection and testing, programmes, Including Electrical Installation Condition Reports (EICR's).
- Ensure full compliance with relevant legislation (e.g. Electricity at work regulations 1989, BS7671, and internal policies).
- Be a subject matter expert for electrical matters, providing advice, guidance, and assurance across departments and to contractors.
- Maintain and monitor a programme of cyclical electrical maintenance, repairs, upgrades and inspections.
- Ensure all electrical systems are safe certified and maintained in accordance with legal standards and best practice.

Project and contractor Coordination

- Coordinate the work of external electrical contractors and internal delivery teams.
- Monitor contract performance, KPI's, and compliance with service level agreements.
- Support procurement activity and specification development for electrical works and contracts.
- Assist in the planning, delivery and monitoring of electrical improvement programs.

Quality Assurance & Audit

- Carry out quality assurance checks, inspections, and compliance audits on completed work.
- Maintain accurate records and certification with relevant system such as C365, NEC to ensure audit readiness.
- Identify areas of non-compliance and implement corrective actions proactively.
- Attend monthly external contractor audit meeting held by Icon assessments.

Teamwork & Cross-Departmental Support

- Work collaboratively with within a multi-disciplinary statutory compliance and Building safety team.

- Support other compliance area's (e.g. Gas, Asbestos, Water, Lifts, Fire) Where required.
- Provide electrical technical support and advice to other council departments, including housing management, asset management, and responsive repairs

Tenant Focus & Customer Satisfaction

- Ensure works are planned and delivered with minimal disruption to tenants.
- Resolve tenant queries or complaints relating to electrical compliance or maintenance.
- Promote a customer-first and right first-time approach in all aspects of service delivery.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

Essential Skill & Experience

- Time served, qualified Electrician with Level 3 NVQ or equivalent.
- 18th Edition Wiring Regulations (BS7671) qualification.
- City & Guilds/EAL 2391- Testing and inspection of electrical installations.
- Previous experience as QS role with NICEIC/NAPIT
- Demonstrable knowledge of EICRs, periodic testing and remedial works delivery.
- Proven experience in coordinating electrical compliance in a housing or property service setting.
- Knowledge of statutory duties and regulatory requirements in social housing such as electrical safety standards and Awaab's Law.
- Strong communication and contractor coordinating skills.
- Ability to interpret electrical certification and documentation.
- I.T skills for systems such as Excel, word
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

Desirable Qualifications and experience

- Level 3 Installation of Solar PV/EESS
- Level 3 Installation of Electrical Vehicle Chargers (EVCP)
- Part F Domestic ventilation
- Maintenance and installation of Fire alarm and Emergency Lighting (BS5839-1 & BS5266)
- IOSHH/Health and Safety qualification

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.

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.

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