

## Supporting a thriving Parliamentary democracy

<b>Job Title:</b>	Electrician (Multi Skilled) – Day Shift
<b>Salary:</b>	£27,386 - £33,184 per annum + Market Sector Allowance of £4,583 per annum
<b>Team:</b>	Parliamentary Maintenance Services – Reactive Team
<b>Number of Posts:</b>	2
<b>Contract Type/Duration:</b>	Permanent

### Team Information

The Parliamentary Maintenance Team serves both the House of Commons & House of Lords carrying out reactive maintenance requests on the Parliamentary Estate.

The in-house Reactive team consist of some 45 craft persons and assistants ranging from electricians and Electricians to upholsterers and locksmiths etc who provide a day to day reactive repair service across the estate

The team also provides support for large ceremonial events such as State Opening of Parliament.

### Job Information

You will work as part of a team of approx. Five Electricians based on the Parliamentary estate in Westminster. You will help to maintain our grade one listed buildings and UNESCO world heritage site as well as all the other buildings that make up the parliamentary estate.

The role is varied; Repairing Light fittings, fault finding, isolating services, fixing various components are just some of the tasks you can expect in your work. We have well equipped workshops to support you in your work.

### Responsibilities

- Carry out a wide range of reactive Electrical maintenance tasks
- Carry out associated multi skilling mechanical tasks such as fan belt & filter replacement
- Carry out planned preventative maintenance tasks such as emergency light testing etc.
- Semi-skilled work (e.g. re lamping of light fittings, small painting tasks, assist in erecting light weight mobile tower scaffolds – training provided where necessary).
- Producing and repairing items in the workshop

- Working as part of the Flag flying team, raise, lower, fix and prepare new flags, as required by various Parliamentary protocols
- Actively prevent accidents and enforce health and safety rules and regulations
- Complete associated administrative tasks.
- Attend relevant meetings.
- Any other reasonable duties as directed by management.

## Security

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level or higher, as described in the job description. All successful candidates are required to pass these checks before an offer can be confirmed.

To enable meaningful checks to be carried out you will need to have lived in the UK for a sufficient period of time. To undergo a CTC, you must have normally resided in the UK for a minimum of 3 years out of the last 5 years.

[Click here](#) for further information.

## Hours

We offer a range of flexible working options and actively encourage applications from candidates expressing a wish to perform the role in a flexible working arrangement such as part-time working, job-share and compressed hours.

Net conditions full-time working hours for staff of the House are normally 36 hours per week, not including lunch breaks. However, this role will be working 33 hours per week, not including lunch breaks. The hours of work will be 3x 12 hour shifts 7am to 7pm, including an hour for lunch unpaid, and another flexible 20-minute break (paid), alternating between Monday to Wednesday and Thursday to Saturday. The salary range offered has already been adjusted to reflect the reduced hours.

## Hybrid Working

Our mission is to support a thriving parliamentary democracy – and today more than ever, this means being ready to carry out our essential functions in Westminster and elsewhere. Since 2020 our workforce is involved in developing new, business resilient capabilities for hybrid working. We support colleagues to deliver excellent services on the Parliamentary Estate and remotely, while the balance of location varies according to the requirements of each job role.

If you are selected for an interview, please discuss the working arrangements for this role with the interview panel.

## Workplace Adjustments

As an inclusive employer, the House of Commons supports individuals in need of workplace adjustments. The workplace adjustment process prevents, reduces or removes problems you might face at work. Adjustments can be requested to help with obstacles relating to mental health, and physical or non-physical requirements. You can request a workplace adjustment if you have a disability and/or experience a difficulty or disadvantage in your workplace.

## Application and Selection Process

Further details will be provided if you are successful at the initial application stage.

We may ask you to complete a test, presentation or other assessment as a part of your recruitment process.

If you are invited to interview, we will ask you a combination of competency questions and role specific questions solely based on the criteria below. Any presentation or test requirements will be clearly communicated to you well in advance of your interview.

As a Disability Confident Leader, it is important that we are able to make appropriate arrangements or adjustments where necessary in order to create a full and equal participation in the selection process. If you require any reasonable adjustments, please contact the recruitment team to see how we can meet your needs.

## Our Values

The House Service is proud of our organisational values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice.

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes.

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament with our integrity.

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership.

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## Skills and Experience

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### Criterion 1 - Qualification

NVQ Level 3 in Electrical installation or electrical maintenance

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### Criterion 2 – Technical Experience, Capability and Understanding

#### Experience of:

- Covering a wide range of activities
- Working in a complex and demanding environment

#### Capable of:

- Carrying out a wide range of reactive Electrical services
- Using mobile IT to receive, complete and update work tasks live
- Using IT to email, and use MSOffice software

#### Understanding of:

- Methods/constraints when working in an occupied building
  - Techniques used to maintain a building including the ability to interpret and work from instructions, drawings and specifications appropriate to your trade without direct supervision
  - Building management systems
  - Relevant Health and Safety legislation relating to maintenance activities, including manual handling
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### Criterion 3 - Communicating

- Communicates ideas to stakeholders to resolve problems with a broad range of people at all levels. Ability to work successfully within a team, whilst upholding the values of equality, diversity and inclusion
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### Criterion 4 – Working Together

- Works inclusively and flexibly as part of a team to deliver high-quality services.
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### Criterion 5 – Providing a Customer Focused Service

- Responds to customer needs and meets their expectations.
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