

Job Description

Job Title: Electrician

Department: Property

Line Manager: Property Operations Manager

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

The Electrician is a key member of the Property Team, responsible for ensuring electrical compliance, delivering reactive maintenance, and supporting the delivery of minor electrical projects across the St Paul's Estate. This includes the Cathedral, Chapter House, School, Amen Court, and, when required, the Tillingham Estate.

Key Responsibilities

Compliance & Safety

- Ensure electrical systems across the estate meet current regulations and safety standards.
- Maintain accurate records of inspections, certifications, and compliance documentation.
- Completion of annual Part P compliance for Cathedral domestic properties.
- Prepare and follow method statements and risk assessments for all tasks.
- Operate the Permit to Work system in accordance with Health and Safety procedures.
- Ensure the provision of a safe and healthy working environment, this includes the wearing of uniform and PPE as required.
- Undertake relevant safety and competency training as required.

Maintenance & Repairs

- Learn the layout of the Cathedral's electrical infrastructure to assist in emergencies.
- Respond promptly to reactive maintenance requests, taking a proactive approach to resolve all day-to-day problems including electrical fault finding.
- Perform scheduled preventative maintenance to reduce downtime and extend asset life.
- Maintain lighting, power, and audio systems within the Cathedral, providing training to staff on systems usage where required.
- Schedule Annual Portable Appliance Testing (PAT) with external contractors.
- Input maintenance data into the CAFM system (Vision Pro). – (training on system use will be provided).

Project Support

- Support the Property Operations Manager in developing a five-year plan for electrical maintenance and renewal.
- Lead and deliver minor electrical projects in line with specifications, budgets, and timelines, liaising with different trades to coordinate project activity.
- Order materials for maintenance and project delivery.
- Provide technical support and site-specific guidance to visiting contractors.
- Support the Property Operations Manager with the review of Service Level Agreements for electrical contractors, ensuring quality and compliance with SPC policies.

General Duties

- Maintain an inventory of electrical tools, equipment, and spare parts; ensure all assets are properly stored, serviced, and accounted for.
- Communicate effectively with stakeholders to minimise disruption during maintenance or project delivery
- Attend team meetings, contribute to planning discussions, and support colleagues across the Property Team when needed.
- Carry out any other duties reasonably requested by the line manager, senior management, or Chapter.
- Accurately record daily activities and time on timesheets.

Person Specification

- Be qualified to the City & Guilds 2382-22 – 18th Edition Course I.E.E regulations
- Qualification C&G 2391-52 Inspection & Testing, to enable compliance and certification of alterations
- Relevant experience of electrical installation, maintenance and project delivery
- Working knowledge of regulations associated with historic buildings (Conservation Principles etc.)
- Familiarity with CAFM systems (e.g., Vision Pro) for logging and managing maintenance tasks.
- Ability to interpret electrical schematics, technical drawings, and specifications.
- Have strong interpersonal and communication skills.
- Be proactive and have demonstratable problem-solving skills.
- Flexible and adaptable to changing priorities and schedules.
- Able to work at heights and have the ability to ascend and descend vertical access equipment.
- Proactive in Continual Professional Development
- Be prepared to work around the requirements of the religious, musical, learning and visitor activities of the Cathedral
- Willing to support major services and carry out overtime to support the cathedral mission and work

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults;
- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channel; and
- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.