

JOB DESCRIPTION



JOB TITLE	Electrical Supervisor
DATE	July 2025
DIVISION	Healthcare & Education (SEF)
SITE / OFFICE	Designated Region – SEF
REPORTS TO	Electrical Manager

ROLE OVERVIEW

This recruitment campaign is being managed by **OCS Group UK** on behalf of **Sussex Estates and Facilities LLP (SEF)** - which is a partnership formed between OCS and the **University of Sussex**. SEF is the direct employer for this role and is responsible for delivering facilities management services across the University of Sussex estate.

OCS is proud to partner with the University of Sussex in this long-term collaboration. With a workforce of over 50,000 colleagues and a turnover exceeding £2 billion, OCS is a market leader in delivering innovative and award-winning services across facilities management, including hard services, cleaning, security, and catering. These strengths underpin our commitment to excellence in the SEF partnership.

Our shared mission is to enhance the University campus by ensuring it operates smoothly and efficiently, aligning with the University's values and commitment to sustainability. Together, we are dedicated to making the campus a better place for students, staff, and the broader community. The partnership is built on the core values of **Trust, Respect, Unity, and Empowerment**, guiding how we work and deliver services.

Please note: The employing organisation for this role will be Sussex Estates and Facilities LLP.

The Electrical Supervisor is responsible for the day-to-day supervision of electrical activities delivered by Sussex Estates and Facilities LLP to the University of Sussex. This includes planning, administering, and overseeing the delivery of reactive and statutory planned preventative maintenance (PPMs). The role requires close collaboration with the electrical team, sub-contractors, and facilities managers to ensure timely completion of tasks, while coordinating with university stakeholders to align work with university operations.

KEY TASKS & RESPONSIBILITIES

- Supervise a team of tradesmen and sub-contractors in delivering reactive and planned maintenance, ensuring quality and timeliness.
- Provide field support and hands-on assistance where necessary, including urgent job resolution within KPI obligations.
- Support the Electrical Manager with technical planning and provide cover during absences.
- Plan and deliver projects, including procurement of materials and documentation (PTW, RAMS, service reports).
- Participate in the on-call rota and provide emergency support, including site attendance if required.

QUALIFICATIONS, SKILLS & EXPERIENCE

- Level 3 Electrical Installations, 18th Edition Wiring Regulations, and City & Guilds 2391-52 or equivalent.
- Experience in electrical installations, fire alarms, low voltage systems, UPS, and hazardous areas.
- Ability to read and interpret electrical drawings and schematics.
- Knowledge of British Standards and H&S qualifications (CITB or IOSH).
- Strong technical competence and eligibility for Authorised Person (Electrical) status.

CORE EXPECTATIONS

- Demonstrate excellent management, decision-making, and leadership skills.
- Strong time management, prioritisation, and delegation abilities.
- Self-reliant, resourceful, and proactive in applying initiative.
- Committed to personal development and team motivation.
- Effective communicator with strong interpersonal and people management skills.

Operational needs

- Daily review of timesheets and updating the CAFM system.
- Manage administrative paperwork for weekend and follow-up works.
- Ensure compliance with fleet vehicle policies and MOT arrangements.
- Mentor tradesmen and support team mental health.
- Provide lone working cover when necessary.

Health & Safety:

- Implement and ensure compliance with HSE policies and JSP 375 regulations.
- Produce and manage risk assessments and method statements.
- Ensure QA delivery through robust site checks.
- Maintain high standards of workmanship to avoid rework.
- Be prepared for training and appointment as an Authorised Person (Electrical).

Working Arrangements

- Based at the University of Sussex.
- Participation in an on-call rota for emergency support.
- Occasional weekend and out-of-hours work required.
- Field-based with administrative responsibilities.

Acceptance of role

Revisions:

The Company reserves the right to alter these responsibilities and you will be advised of any changes through the normal method of communication.

AGREEMENT:

I confirm that I have read and agree with the responsibilities specified within the Key Tasks and Responsibilities Section of this job description

Name:

(Job Holder)

Signature:

Date:

Name:

(Line Manager)

Signature:

Date: