

Job Title:	Electrical Engineer
Unit/School:	University Environments
Grade:	7A/B
HERA:	UE19

Core purpose of role

The Electrical Engineer is a key member of the Estates Maintenance and Development Team, responsible for supporting the strategic and operational delivery of long-term maintenance, refurbishment, and environmental improvement of the University's electrical engineering assets. The post holder will work collaboratively across the Estates and wider University departments to address performance gaps in electrical systems and drive continuous improvements in building services performance. They will place student success at the heart of decision-making and ensure that works are planned and delivered to minimise disruption and impact on students and the learning environment.

This role supports Cardiff Metropolitan University's Strategy 2030 and commitment to net zero carbon emissions by ensuring that electrical engineering activities contribute to a safe, accessible, sustainable, and student-centred environment. The post holder will ensure that investment and maintenance decisions are informed, prioritised, and delivered in a way that enhances the student and staff experience and supports the University's teaching, learning, research, and community engagement priorities.

The post holder will lead on conducting and validating electrical system condition surveys, procuring surveys from external consultants, and developing prioritised programmes of work to address safety, accessibility, statutory compliance, condition, energy efficiency, internal comfort, and pedagogic needs.

The Electrical Engineer will carry out Principal Designer duties under CDM regulations and play a vital role in enhancing the built environment for students, staff, and visitors. The post holder will be part of a small, collaborative team and will be expected to work flexibly to support other related functions and priorities as required, including occasional out-of-hours work in response to emergency incidents or to mitigate the impact of works on core functions.

Key responsibilities and contributions

- Act as the University's lead technical specialist for electrical services, providing authoritative interpretation of legislation and standards (e.g. BS 7671, Electricity at Work Regulations).



- Will hold technical ownership of statutory electrical compliance programmes (including inspection, testing and servicing), and reviewing, validating and signing off associated documentation and records.
- Provide specialist technical input to planned and reactive maintenance for electrical systems, interpreting inspection and testing findings to determine appropriate remedial actions.
- Developing and prioritising clear scopes of work, and overseeing the safe, compliant and technically robust delivery and close-out of remedial and improvement works by internal resource and external contractors.
- Act as an Authorised and competent person in administering Permit to Work Systems and coordinating power shut downs for essential works with key stakeholders, Schools and Units.
- Will undertake pre and post measurement of works to ensure value for money and efficiency for the University via its contracted Electrical and associated services contracts.
- Will develop and maintain safe systems of work via implementing Permit to Work and Authorisation to Work procedures, and develop SOP's and EOP's.

Person specification

Essential qualifications / Professional memberships

- Degree in Electrical Engineering or a related discipline or equivalent.
- Chartered Membership (CEng, IET, or equivalent), or be actively working towards achieving.

Essential experience, knowledge and skills

1. Extensive experience of conducting and managing electrical system condition surveys.
2. Experience of developing and prioritising planned maintenance programmes for electrical systems.
3. Ability to design, specify, and manage remedial and minor electrical refurbishment works.

4. Strong understanding of statutory compliance, electrical engineering standards (e.g., BS 7671), and building regulations.
5. Extensive experience of scoping, specifying, procuring and leading programmes and projects undertaken by contractors and consultants to deliver works.
6. Strong organisational and project management skills.
7. Excellent communication and stakeholder engagement skills.
8. Proven ability to analyse data to inform decisions and prioritise resources.
9. Strong commitment to customer service and student-centred service delivery.
10. Experience of using CAFM systems for asset management and work planning.
11. Demonstrable commitment to reducing the environmental impacts of electrical systems with strong understanding of energy efficiency, circular economy and sustainable engineering practices.
12. A demonstrable commitment to continuing professional development.

Desirable

1. Experience of working in a higher education or large multi-site estates environment.
2. NEBOSH or IOSH Health & Safety qualification (or a commitment to undertaking the required training and assessment).
3. Experience of establishing the use of CAFM systems, and the development and refinement of processes and procedures for managing estate assets and programmes of work.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user				

Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires a basic DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.