

Job Description:
Electrical Technical Officer

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| Function: | Energy & Resource Technical Services |
| Position:  | Electrical Technical Officer |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Technical Services Manager |
| Additional reporting line to: | N/A |
| Position location: | Shell Tower London  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Responsible for professional technical Electrical operations, providing SME support for business and client objectives. Act as senior authorised person relating to electrical disciplines. Ensure compliant operations and support development opportunities.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  | * Add point
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Ensure the planned, reactive and minor new work strategy is compliant with legislation and in line with contractual responsibilities.
* Mitigating any risk that arises from the non-compliance (operational issues, audits etc.)
* Maintain compliance including administrative actions for AP, CP accountabilities.
* Stakeholder management for project support
* Technical accountability for electrical disciplines.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Ensuring all Sodexo obligations such as planned, reactive and project work are performed in such a manner as to comply with regulation, meet client asset management strategy and mitigate business risk.
* To become Sodexo authorized person within six months of appointment in the following fields for Electrical services. HV/LV
* To become Sodexo RP/AP in the minimum areas (W&H, Confined Space, etc)
* To manage internal and external resources to always deliver Sodexo’s obligations in an efficient manner and compliant with contractor management procedures.
* Manage a fit for purpose supply chain
* Develop business cases and technical specifications for operations, new works and project related activity.
* To undertake inspections to ensure quality standards, both in terms of workmanship and materials, are maintained and ensure that any actions arising are completed in line with QA process.
* Ensure stringent health and safety control measures are adhered to. Develop and implement risk analysis and assessments within competency.
* Attending stakeholder meetings as directed and represent Sodexo as SME within the Electrical environment to include but not limited to HV/LV, Fire safety systems, Lighting, Energy Optimisation, Server rooms, UPS systems ,BMS etc.
* Providing advice and assistance on all works and issues to the Technical Services department and where appropriate the client and projects teams.
* Work closely with the Helpdesk team to resolve technical enquiries.
* Support the pursuance of construction related latent defects through detailed fault analysis and contribution to robust business cases that clearly highlight the latent defect with a view to removing/minimizing Sodexo risk
* Implementing and managing processes, systems, resources and reporting required to meet the performance and service criteria of the contract, whilst ensuring compliance with contractual and Sodexo governance
* Support the development of life cycle and FMR related programs, providing condition surveys and technical specification as required.
* Support the population of the management information system to ensure it is fully and correctly populated with accurate data
* Demonstrate ownership and control of specialist suppliers required to complete works
* Drive down both subcontractor and supplier costs through effective and robust tendering
* Establish, maintain and further develop professional and credible working relationships with all stakeholders
* Close out all agreed non-conformances within the agreed timescales
* Ensure that all Sodexo employees project a positive, approachable, friendly and professional image.
* Ensure productivity and efficiency of the workforce is maintained
* Responsible for ensuring that HR issues are dealt with in line with Sodexo Policies and Procedures
* Develop individuals into an efficient, flexible and coherent team taking into account required competencies and succession planning
* Carry out authorised Person duties as required
* Participate in On Call and escalation processes and activities
* Carry out other reasonable tasks as directed to meet the operational requirements of the business
* Foster a positive health and safety culture whilst ensuring compliance with applicable statute and Sodexo policies and processes
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Act as Electrical SME
* Ensure technical deliverable are compliant, and in line with policy
* Management of Quality, Health, Safety and Environmental processes.
* Compliance with applicable statute, policies and procedures
* Accurate record keeping and technical administrative compliance.
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Relevant Electrical Technical Qualifications minimum Level 5/6
* Ideally hold membership of a professional body within an electrical discipline
* IOSH Managing Safely or equivalent
* Competent Authorised Person in a relevant discipline
* Experience of managing stakeholders
* Management of supply chain experience
* Excellent interpersonal skills with the ability to relate to all levels within the organisation and with customers and clients
* Ability to be an effective team player within a team
* Flexible with the ability to work under pressure
* Capable of working on own initiative and without supervision
* IT literate with experience of Microsoft Office
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Brand Notoriety
 | * Innovation and Change
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| * Commercial Awareness
 | * Business Consulting
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| * Employee Engagement
 | * HR Service Delivery
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Document Owner | G. Cuthbert |

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