



Apprentice Electrician - Department of Infrastructure Shared Services Division

General Job Title: Apprentice Electrician
Department: Infrastructure
Division: Shared Services Division
Section: Facilities Management
Responsible to: Multi-Trade Foreman
Grade: PSC M&C NTNSP Apprentice £21,761 - £26,572

What will you do?

The Facilities Management Section is responsible for maintaining and refurbishing a range of buildings across the Government property portfolio, enabling the delivery of customer services to the public.

The IOM Government's property portfolio is very wide-ranging and includes

Educational Establishments	Sports Facilities	Health Buildings
Entertainment Facilities	Primary Care Buildings	Social Care Buildings
General Office Accommodation	Justice Facilities	Utility Buildings

The role of an Apprentice Electrician within the Infrastructure Department, specifically under the Shared Services Division, Facilities Management Section, is a foundational position aimed at fostering the development of practical skills in electrical repairs and installations. This apprenticeship is structured to balance hands-on experience and academic learning, with the apprentice expected to attend IOM College to acquire the necessary theoretical knowledge and professional qualifications.

What does it involve?

Main duties

The post holder will be expected to gain hands-on experience in the electrical trade under the supervision of an electrician. They are expected to develop their knowledge of installing, maintaining and repairing electrical systems and fault finding in various settings across the Department's portfolio.

The apprentice will be expected to attend IOM College to understand the relevant theory and professional requirements. To ensure a safe working environment, the apprentice will also adhere to the Department's health and safety policy.

Job Purpose

An electrical apprentice is a professional in training, working under the supervision of experienced electricians to learn the trade.

The role involves a combination of hands-on experience and classroom learning; therefore, the apprentice will attend the College (UCM) as required in order to obtain the necessary academic and practical qualifications. The goal of an apprenticeship is to develop the knowledge and skills necessary to become an approved electrician.

Responsibilities and Governance

- The key responsibilities for this post include assisting in the installation, maintenance, and repair of electrical systems.
- The post holder will gain skills in troubleshooting and problem-solving as they help diagnose and fix electrical issues. They will also learn all about inspecting and testing these systems to ensure they are functioning correctly.
- The post holder will adhere to appropriate work practices to ensure compliance with all management requirements, which include quality, health and safety, and environmental regulations.
- They will work under the supervision of a qualified staff member and comply with the Department's health and safety policy.
- Other duties may include learning the necessary skills of an Electrician, undertaking non-trade tasks, and working with outside contractors when required.
- The apprentice will be expected to maintain confidentiality, observe data protection guidelines, be punctual, reliable, honest and hardworking, and participate in team and Health and Safety meetings.
- To succeed in this position, the apprentice may need to be prepared to work overtime, some of which will be unsocial hours, and carry out all reasonable tasks requested by the management.
- The apprentice will also be responsible for keeping the College portfolio and other records current, informing supervisors of work required to fulfil college obligations, and being proactive in undertaking apprenticeship requirements.

- Overall, the post holder will promote teamwork by assisting others and cooperating with co-workers.

Pre-Conditions for employment:

A pre-employment medical will be required to ensure that you are fit for employment.

Competencies

See Table below

This job description is intended as a guide to the duties and responsibilities of the post and should not be regarded as a complete list of those required to be fulfilled under the written statement of the main terms and condition of employment.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
Minimum of two GCSE's (or be expected to achieve) at Grade C or above including English Language & Maths or an equivalent qualification acceptable to UCM	E	CV/Certificates
Has open conversations	E	Interview
Addresses the issues	E	Interview
Build supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Experience/interest in building systems	D	CV/Interview
Good communication skills	E	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Willingness to learn and is self motivated	E	Interview
Ability to work in a team or independently	E	Interview
Trusts and is trusted	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		

Isle of Man Worker	D	Application/ Pre employment Checks
Able to be flexible with working hours including unsocial hours	E	Interview
Driving licence (or obtained within first 2 years of employment)	E	Application/ Pre employment Checks
To be considered for this role you will need to obtain a place on the relevant University College Isle of Man course	E	Application/ Pre employment Checks
Satisfactory Police Check	E	Pre-employment Checks