

## Job description

Post title: Lift Inspector  
Service area: Housing Property Services  
Grade: S01/2  
Reports to: Senior Electrical Engineer  
Your team: Capital Programme Delivery  
Number of supervisees: None

## Our ambition

We are determined to make Islington fairer. To create a place where everyone, whatever their background, can reach their potential and enjoy a good quality of life.

We also have an ambitious goal – to be the best council in the country – with every employee clear about the part they play and inspired, focused, and supported to give their very best.

We want to build an organisation where employees feel valued, inspired, and empowered to help us achieve our goals and provide the best services possible to our residents.

## Our values and behaviours

'Be Islington' is about setting a clear challenge about what it means to be an Islington employee and sets the standard for every recruit.

We ask our employees to 'Be Islington' – playing their part in working together for a fairer borough and to always be collaborative, be ambitious, be resourceful, and be empowering ('CARE').

## Our commitment to challenging inequality

We are committed to tackling inequality, racism and injustice and creating a fairer borough for all. To do this, we need to set the example by being a fair employer and creating a workplace environment, which is free from discrimination, racism, and inequality. Our approach needs to be proactive, consistently learning to create a fairer workplace and foster a culture, which empowers all staff to challenge inequality.

Fairness is at the heart of what we do. We want to celebrate and embrace our differences by:

- Ensuring our workforce is representative of the people we work on behalf of, our residents
- Creating equitable working environments and diverse teams
- Understanding our residents to design and deliver services that help tackle inequality and improve life chances for our residents
- Getting to know people and their differences
- Interpreting issues and concerns from a cultural perspective and address situations or problems from the points-of-view of multiple cultures
- Supporting people with long-term health conditions and/or disabilities

- Recognising the value of flexible working to support staff where possible

## Resources and Financial management

Ensure effective Financial Management, cost controls and income maximisation in an ever-changing environment, fluctuating demands and priorities. Ensure resources are professionally managed and effectively deployed to the best possible effects assuring value for money in all activities.

## Work style

Flexible/Office-Based/Site based as required

## Primary Job Functions

The Inspector – Lifts will be responsible for supporting the team and the group leader in statutory and professional accountabilities and service delivery. The Inspector – Lifts shall be committed to work to Islington Council's core principles and key aims.

## Key responsibilities

1. The key responsibility of the Lift Inspector will be to ensure all aspects of lift replacement and repair works carried out on site by partnering contractors meet the exacting requirements of the project technical brief/specification and drawings.
2. The Lift Inspector must maintain detailed diaries and site notes daily.
3. The Lift Inspector shall establish and maintain good channels of communication with client officers, contractors, residents, colleagues, and any other stakeholders.
4. Undertake adequate site inspection and monitoring on all projects assigned covering for colleagues from time to time, as appropriate.
5. Assist with the preparation of project reports for Committees, Area forums, Working Parties, Client Organisations, Tenant Associations, and external agencies. Provide effective liaison and attend such meetings as required to maintain adequate communication.
6. Provide the highest standard of on-site quality assurance and audit inspection. Provide relevant information and advice to ensure budget control and contract management are achieved on all projects and contracts, paying particular attention to: Health and Safety, Contractual Obligations, Contractor Performance, Client Satisfaction and Maintenance Implications.
7. Provide on-site inspection of engineering installations and equipment and, advise/report on related condition and appropriate remedial works where necessary in the prescribed

format.

8. Assist the group leader in providing advice and guidance as appropriate concerning on-site engineering solutions, specifications, maintenance requirements, estimates, selection of materials and equipment and inspection regimes etc.
9. Ensure that work is in accordance with the relevant standards, statutory regulations.
10. Provide on-site survey information to assist in the preparation of scheme drawings, specifications, and contract documents.
11. Ensure effective briefing, direction and liaison is provided. Assist in examining schemes for feasibility, viability and for adherence to Islington Council standards, policies and practices.
12. Liaise as directed with consultants, statutory undertakings, and other relevant organisations.
13. Inspection and testing of completed projects, preparation of schedules of defects, checking of remedial works and completion of appropriate records/certificates for internal use.
14. Advise on the appraisal, selection, appointment and performance of contractors and sub-contractors.
15. Take responsibility for supervising contractors on small remedial works projects as directed by the Senior Lift Engineer. Ensure that services are provided in accordance with Islington Council's commitment to "Best Value" and high-quality service provision to service users.
16. Ensure compliance with Health and Safety legislation, including CDM regulations, and Islington Council's Health and Safety policies.
17. Use and assist others to use information technology systems to carry out duties in the most efficient and effective manner.
18. At all times to carry out responsibilities and duties within the framework of Islington Council's Dignity for all Policy.
19. To perform any other reasonable, minor, and non-recurring duties, appropriate to the post as many be directed.
20. Recruitment to this post is subject to satisfactory disclosure through the Criminal Records Bureau.

## Person specification

You should demonstrate on your application form how you meet the essential criteria. Please ensure that you address each of the criteria as this will be assessed to determine your suitability for the post.

## Essential criteria

### Qualifications

Essential criteria	Criteria description	Assessed by
1	<p>NVQ level 3 in Building Services Engineering or equivalent with a minimum of 1 year's subsequent experience.</p> <p><u>Or</u></p> <p>A recognised apprenticeship or training programme with a minimum of 4 year's subsequent broad experience of Building Services Engineering work.</p>	Application

### Skills

Essential criteria	Criteria description	Assessed by
2	Must be able to demonstrate experience and knowledge of services engineering systems, planned maintenance, repair and refurbishment.	Application/Interview/Test
3	Ability to communicate, both verbally and in writing, with other members of staff within the office, other council departments, area offices, working parties, external clients, and agencies, Councilors and committees, tenants, contractors, and consultants.	Application/Interview/Test
4	Ability to draft technical reports.	Application/Interview/Test
5	Must be able investigate and recommend solutions to services engineering design and maintenance-related technical problems.	Application/Interview/Test

Essential criteria	Criteria description	Assessed by
6	Ability to plan and deliver small projects or maintenance programmes within budgets and fees, to a programme and to monitor and control costs at all stages.	Application/Interview

## Skills

Essential criteria	Criteria description	Assessed by
7	Ability to contribute to budget preparations, to monitor and control costs and to ensure that services are provided in a cost effective and competitive manner in accordance with quality plans and within a framework of Best Value.	Application/Interview
8	Ability to assist with staff recruitment, training, development, welfare, and safety of staff within the service.	Application/Interview
9	Ability to supervise work in progress.	Application/Interview
10	Ability to Liaise with other members of the design and/or maintenance team.	Application/Interview
11	Knowledge of services engineering design and specification, project management and planned maintenance programmes.	Application/Interview/Test
12	Ability to provide on-site inspection of engineering installations and equipment.	Application/Interview
13	Knowledge of services engineering Statutory Regulations, Codes of Practice, and British Standards.	Application/Interview/Test
14	Knowledge of engineering forms of contracts.	Application/Interview/Test
15	Ability to attend evening meetings.	Application/Interview
16	Ability to operate within agreed fee levels and time allocations.	Application/Interview
17	Ability to advise on the appraisal, selection, appointment and monitoring of contractors and sub-contractors.	Application/Interview
18	Ability to undertake supervisory responsibilities within the context of the Dignity for All Policy	Application/Interview
19	Ability to deliver services to the public within the DFAP framework.	Application/Interview

## Special requirements of the post

Essential criteria	Criteria description	Assessed by
20	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service	

## Our accreditations

Our accreditations include: the Healthy Workplace award, Timewise, London Living Wage Employer, Disability Confident Committed, The Mayor's Good Work Standard, Stonewall Diversity Champion, and Time to Change.

