CASTLEFIELD RECRUITMENT

ATLAS
BFW Management Ltd

Electrical Estates Officer



Candidate Pack

October 2026

About Atlas

Established in 2017, Atlas is a private limited company which is a wholly owned subsidiary of Blackpool Teaching Hospitals NHS Foundation Trust.

That means we are owned by the NHS for the NHS - and we are committed to delivering the best services possible and supporting our local community.

The profit we make is returned to the NHS for patient care as well as investing in the development of our team and growing the company for the communities we serve.

Atlas works with clients in both hospitals and community healthcare sites, spanning Blackpool, Fylde and Wyre, north Lancashire and south Cumbria. We also manage properties on behalf of the NHS National Artificial Eye Service from Scotland to England's South West.

Approaching 200 colleagues pride themselves on creating the best possible environment for their patients, services users, staff and visitors.



About the Operations Team

The Operations Team delivers the fully managed healthcare facilities and property management services that Atlas provides to Blackpool Teaching Hospitals NHS Foundation Trust and to clients across Lancashire and south Cumbria. Led by the Director of Operations, the team brings together Estates, Facilities Management, Medical Engineering, Property Services, Capital Developments and Transport, working as one to keep hospitals and community healthcare sites safe, compliant and running every day of the year.

Estates Management - a fully integrated approach to hard facilities management, maintaining the electrical, mechanical and building infrastructure across 18 sites, delivered by people and expertise that leading healthcare providers trust.

Facilities Management - building management, cleaning, catering, portering, waste management and transport services, delivered to NHS cleanliness, food safety and healthcare waste standards.

Medical Engineering - our engineers diagnose, repair and maintain thousands of medical devices so that they remain safe and effective for patients and clinicians, a service that is essential to the daily operation of our clients' hospitals.

Property Services - helping clients to manage their properties efficiently, make the most of the space available to them and align investment decisions with their buildings.

Capital Developments - designing, developing and project-managing the delivery of new and refurbished healthcare buildings that improve the experience of patients, staff and visitors.

Transport - a non-patient, time-critical clinical transport service covering more than 312,000 miles a year, mainly across Lancashire and south Cumbria.



Message from Daniel Emmott - Director of Operations

"Our vision is to be a best-in-class provider of Estates, Facilities and Medical Engineering services, recognised for operational excellence, technical expertise, and a positive, inclusive culture where people can thrive. We are committed to developing people, building high-performing teams and creating an environment that encourages growth, collaboration, accountability, and continuous improvement, enabling us to deliver exceptional outcomes for our patients, staff, and clients."

Our Values

Our Mission

Our mission, or what customers should expect from us, is to deliver safe, effective, cost-efficient services to our clients.

Our Vision

The Atlas vision, or our ambition for the future, is to be recognised as the market leader in the provision of fully managed healthcare facilities and non-clinical services across the local health economy.

C

Client Focussed

We believe in putting our clients' needs at the heart of everything that we do and providing superior quality services that we can be proud of.

A

Accountable

We take ownership of our work and are responsible and accountable for delivering on our commitments to our clients and to each other.

R

Respect

We act in a professional and courteous manner at all times, working together to share knowledge and empower each other to become part of a great team.

E

Enthusiasm

We have a positive, 'Can-do' attitude, which inspires others to do the same and helps us strive to make our vision a reality.

Job Description

Job Title	Electrical Estates Officer
Salary	£53,032 - £60,686
Business Unit	Estates Department
Responsible To	Estates Manager
Base	Blackpool Victoria Hospital site
Contract Duration	6 Month Fixed Term Contract
Hours	37.5 hours per week

Job Purpose & Role

The post holder will have responsibility for the day-to-day operational management of the estates electrical service covering acute hospital sites and will therefore be a skilled professional with significant experience in the leadership of estates electrical services within an organisation of comparable size and complexity.

Together with managerial responsibility for the estates electrical staff at all levels, the post holder is expected to develop and provide an efficient, cost-effective electrical infrastructure, which is both customer focused and fit for purpose, utilising a combination of in-house and independent contractors and professionals.

The frequently fast-changing, dynamic acute working environment requires the post holder to demonstrate the ability to respond and adapt flexibly to the needs of the service. Therefore, they must have a high level of practical and theoretical knowledge of estates electrical services and the associated compliance legislation, and be comfortable dealing with a wide range of stakeholders.

In addition, acting as Atlas's Authorised Person in respect of the Company's electrical infrastructure, the post holder will provide robust assurance and audit arrangements to demonstrate compliance to relevant standards and legal compliance requirements, and will have a proven track record of achieving high-quality services to rigorous professional standards.

Key Duties & Responsibilities

Whilst not exhaustive, the following duties represent an indication of the key duties and responsibilities expected of the post holder.

Electrical Estates Strategy & Service Development

- Utilising audits, condition surveys and other related documentation, liaise with the Estates Manager/s and appropriate client representatives to develop and implement a robust Planned Preventative Maintenance (PPM) programme, both maintaining and improving the safety and effectiveness of the electrical infrastructure across all relevant acute sites.
- Be responsible for site electrical surveys and the production of subsequent management plans to ensure areas of the estate are of an acceptable standard, and develop a 5-year backlog maintenance strategy.
- Support the development and implementation of the ongoing long-term Atlas Estates Strategy and the associated delivery plan, ensuring that any related electrical management resources and requirements are correctly planned and prioritised.
- Investigate and promote new working practices within the team to provide a more efficient, cost-effective and customer-responsive service, and provide technical and professional expertise and advice to support the reconfiguration and integration of related services, ensuring that any such services are technically sound and relevant to the clients' needs.
- Lead on the continuous improvement of acute electrical estates services to facilitate delivery of the Company's wider strategic goals and to enhance the client and staff experience.
- Ensure full liaison with colleagues from other Atlas teams, including the capital, property and community estates teams, to effectively manage the interface relating to any electrical developments, implementation and/or maintenance matters, providing technical information and helping to ensure standardisation of equipment and parts and compatibility with existing hospital services and equipment.
- Ensure that all minor electrical-related projects are procured, designed and managed to comply with all Atlas Standing Orders, relevant Health and Safety guidelines, other statutes, acts, Institute guidelines, industry legislation and related NHS guidance.
- Evaluate any customer performance review reports received relating to electrical estates issues and, where appropriate, formulate and implement action plans to improve service provision.
- Ensure that sustainable development is properly considered in all electrical estate-related decisions and liaise with the Atlas Energy Officer as appropriate.

Business Continuity & Emergency Planning

- Liaise with the Estates Manager/s to develop electrical estates business continuity contingency plans and emergency procedures for use in the case of electrical service loss, ensuring that all contingencies have been identified and covered and are supported by risk assessment, method statements, appropriate permit-to-work systems and 'back up' systems.

- Ensure that all related plans are communicated to and fully understood by all appropriate Atlas colleagues and client staff, and that potential interruptions have been fully discussed with appropriate outside agencies and client representatives with regard to their effect on the client and the proposed mitigations.
- Be responsible for the implementation and training, within the department, of the Atlas Electrical Emergency Plan and for the preparation of contingency plans and emergency procedures in case of service loss.
- Participate in the Atlas 'On Call' rota for out-of-hours estates management, providing cover for service continuity in the event of breakdowns, essential service failures, fire and floods or estates-related issues as part of a 24-hour on-call system, and ensuring that the Estates Electrical Emergency Plan is implemented where appropriate.
- In the event of a major electrical-related incident, act as the lead manager when required, activate Atlas emergency plans and disseminate information and instructions appropriately.
- Advise the Estates Manager/s of any major failure of plant, equipment and services and escalate if required to the Head of Estates and/or General Manager.
- Liaise closely with appropriate Atlas colleagues and client representatives regarding the effective and safe management of any planned 'down time' and ensure effective and timely communication is issued to all affected parties.
- Work outside normal working hours in emergencies and in order to oversee and/or carry out repairs and maintenance duties which are not possible during normal hours.

Operational Management & Technical Delivery

- Write specifications for complex equipment and spares when required, ensuring value for money, and be responsible for the costing and management of minor projects and maintenance contracts and the related tendering process - including specification, drawings and terms of contract - ensuring compliance with statutory legislation and Atlas Standing Financial Instructions.
- Regularly review highly complex technical information and, where appropriate and based upon risk assessment, prepare a schedule of bids for irregular and major maintenance requirements, providing advice and recommendations to support the preparation of reports for consideration by the Atlas Board.
- Develop and implement strategies covering operational, Health and Safety, statutory and NHS guidance requirements related to the management of estate electrical matters.
- Prepare and implement policies and related procedures for electrical operations and maintenance, including the requirements contained within Department of Health guidance, Codes of Practice, British Standards, Health Technical Memoranda (HTM) guidance notes, the Health & Safety at Work Act 1974 and other similarly accepted standards.
- Have responsibility for the day-to-day operational management of the Estates department (Electrical), working to specific budgets, with regards to breakdowns, reactive work and planned preventative maintenance work, ensuring that it fulfils its function effectively and economically and that all work undertaken is compliant with relevant legislation and guidance including NHS Health Technical Memoranda (HTMs), Health Building Notes (HBNs) and Standards.

- Ensure that professional standards of service delivery, workmanship and production are maintained at all times and that all electrical estates services are delivered in accordance with the estates strategy and related policies and procedures.
- Be responsible for the safe, effective and efficient operation of both the High Voltage (HV) and Low Voltage (LV) electrical infrastructure.
- Lead and manage a team of electrical estates staff to ensure that workload is prioritised and delivered to both fulfil statutory requirements and meet the client's needs, ensuring that there is effective cover at all times and adequate day and night shift staff cover in line with shift cover agreements.
- Deputise for the Estates Manager/s, on occasion, as required.
- Manage contractors who undertake works on site, ensuring that all such work is undertaken in accordance with Health and Safety legislation and good practice, and conforms to the relevant specifications.
- Develop close working relationships with other Atlas colleagues and client staff such as ward managers, clinical managers, heads of departments and safety representatives, providing support and technical guidance where required or requested.
- Provide skilled technical support to Capital Project colleagues in the pre-investigation, enabling and commissioning of new build and improvement schemes; provide standard specifications pre-design and approve the design of electrical installations on behalf of Estates.
- Be responsible for the operation of specialist (external) electrical maintenance contracts as may be in force and monitor their performance and safe and effective delivery.
- Assist with the implementation and management of an effective asset register, and organise quotes and materials requisitions where required in line with Atlas financial governance guidelines.
- Ensure effective two-way communications on technical and managerial matters supporting all Atlas directly employed staff, contractors, specialist contractors and consultants.
- Be responsible for managing and undertaking complex testing, fault finding and commissioning on engineering plant and equipment across electrical trades and in support of other trade areas.
- Proactively participate in the operation and control of planned maintenance schemes, providing recommendations on any changes to current schedules of work, process or new processes, and ensuring the relevant computerised profile reflects the current level of planned maintenance to comply with HTM guidance.
- Respond to requests for reactive works generated via the Help Desk and ensure that all jobs are entered onto the Atlas Computer Aided Facilities Management (CAFM) system, reporting all progress against those jobs using the appropriate electronic medium.
- Have operational responsibility at site level for the professional and technical management of highly specialised areas of estate management including electrical installations, critical patient support systems, theatre equipment, ventilation and lifts, and provide permit-to-work expertise regarding electricity regulations.
- Assist with negotiating appropriate electrical estates-related contracts, when required.

Authorised Person, Compliance & Statutory Duties

- Act as 'Authorised Person' within the meaning of Health Technical Memorandum HTM 06-03 when carrying out maintenance and alteration works on high voltage electrical systems, and HTM 06-02 when carrying out maintenance and alteration works on low voltage electrical systems.
- Act as 'Authorised Person' with responsibility within Atlas in respect of statutory legislation, HTM codes of practice and policies as designated in writing by the Estates Manager/s and the Head of Estates.
- Assist the Head of Estates, as the Company's nominated officer, with regards to the management of electrical safety and statutory compliance, ensuring that both Atlas and its clients comply with all aspects of electrical safety and statutory compliance.
- Maintain up-to-date detailed records of the electrical infrastructure and all related engineering systems to meet both operational and statutory requirements (this is a mandatory requirement of the post).
- Ensure that Atlas and its clients keep abreast of any changes in legislation and guidance appertaining to estates electrical provision, providing specialist compliance advice to the general estates team and, where necessary, to the Company's clients.
- Liaise with the Estates Manager - Acute Services and the Head of Quality, Risk and Compliance to ensure that appropriate Quality Assurance (QA) and compliance systems relating to the provision of the electrical infrastructure are implemented throughout the Estates function and that key responsibilities and deadlines are met.
- Provide assistance to develop and embed robust governance, systems and processes throughout the acute Electrical Estates department, and maintain and keep updated all electrical estates-related policies and procedures.
- Ensure, where applicable, that all works are carried out in compliance with Building Regulations, Health and Safety legislation and guidance, fire precautions provisions, HTMs and all other related statutory and Department of Health/NHSI requirements.
- Ensure that any action arising from hazard notices, safety notices, defect and failure reports or other regulatory breaches is carried out and that the outcome is monitored and reported on as required.
- Ensure that any work-related injury, disease and dangerous occurrence as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) is reported to the Health and Safety Executive within the appropriate timescales.
- Ensure that accurate and complete records, including permits, are in place for all works and that accurate records relating to health and safety data are maintained.
- Ensure all relevant accidents, incidents, near misses, damages and irregularities are documented in line with Company policy and are reviewed within the team, ensuring that corrective action is taken and providing data within agreed regular reports.
- Investigate and prepare reports on complaints received from patients, visitors, staff and the general public regarding services provided by the electrical estates department.
- Manage and monitor the implementation of all compliance issues, including codes of good practice in response to both professional and NHS guidance, and assist with interpreting and advising on national policy in order to develop, implement and monitor all assessment frameworks, identifying any risks for the organisation and ensuring compliance with national standards and best practice.

- Manage and comply with all statutory instruments and guidance, ensuring best practice related to the provision of electrical-related services.

Information, Performance & Reporting

- Ensure that the Atlas CAFM system is used appropriately, including the capture of all relevant asset information, the production of all relevant performance reports and full alignment to all relevant standards and compliance requirements.
- Maintain other associated information technology and software systems as appropriate to support the Company to both fulfil its contractual obligations and monitor compliance on all electrical infrastructure-related regulatory requirements.
- Provide information, as required, to a wide range of potential recipients including clients, regulators, formal Atlas committees/groups and the Atlas Board, utilising an assortment of formats - for example reports, Board papers, graphs, spreadsheets and PowerPoint presentations - tailored as appropriate, and provide information to assist with any contractual monitoring requirements.
- Assist with the development of appropriate Atlas internal electrical estates Key Performance Indicators (KPIs), for example associated with divisional objectives, and undertake regular reviews to monitor performance against the agreed standards.
- Liaise with the Estates Manager - Acute Services and the Head of Quality, Risk and Compliance to ensure that compliance testing is carried out in line with the appropriate recognised timetables and schedules, and ensure that where any gaps in compliance have been identified a robust action plan is developed and implemented.
- Produce monthly metrics regarding departmental performance to support monthly updates to the Operational Management Group (OMG) as part of the monthly divisional operational report, including quality, objectives, productivity, compliance, budget expenditure, risk, health & safety, sickness absence, staffing and any other appropriate items.
- Ensure effective delivery against the electrical estates elements of contract requirements to avoid penalty payments, and ensure that monitoring reports are available on a timely basis covering the key aspects of service quality and performance per the contract KPIs.
- Provide specialist knowledge in support of the backlog maintenance programme and contribute to the review of the six-facet property appraisal surveys required by NHS clients.
- Prepare reports as required for internal meetings and committees and provide data and information returns to internal and external stakeholders as required for external submissions and monthly metrics, for example the Estates Return Information Collection (ERIC) return, Premises Assurance Model (PAM) return and quality reports.

People Management

- Have management responsibility for all levels of estates staff and, via effective delegation and management, ensure that the monitoring of staff sickness is managed in line with Atlas policy; authorise annual leave and ensure adequate cover is in place to provide an effective service; and ensure vacancies are recruited promptly to aid with reducing agency spend.
- Ensure that all staff records are kept up to date and that teams implement the Atlas attendance, sickness, annual leave and special leave policies through accurate electronic recording and the preparation of all required paperwork.

- Manage all HR issues, e.g. informal grievances, return-to-work interviews, sickness follow-up and disciplinary matters; manage staff training, ensuring that all mandatory training requirements are kept up to date; and ensure that staff appraisals are undertaken when due and aligned to divisional objectives.
- Provide advice and support to staff as required, take responsibility for team development - sharing, discussing and implementing new ideas and methods of working - and provide an environment that nurtures a culture of openness, transparency and communication through regular team briefings and meetings.
- Review staff performance and skills regularly against the changing requirements of the services, and ensure that divisional objective-setting activities are undertaken annually with associated action plans developed and completed.

General

- Demonstrate effective communication, negotiation, public relations and presentation skills, being able to communicate with all stakeholders including clients, visitors, external third-party contacts, senior managers and staff from other departments; conduct oneself professionally in meetings and be entrusted with sensitive information.
- Contribute to achieving and maintaining quality outcomes and standards, and ensure compliance with Data Protection Act and General Data Protection Regulation principles, promoting Information Governance. Each member of the Atlas team is personally responsible for ensuring the confidentiality of information whilst carrying out the duties of the post; any breaches in confidentiality will be dealt with by the Atlas Disciplinary Procedure and may result in dismissal.
- Work independently and be responsible for their own day-to-day planning and organisation, and act in a way that is compliant with the Atlas Financial Governance Framework in the discharge of any budget management responsibilities, ensuring that pay and non-pay expenditure is managed appropriately and within budget with documentation available for scrutiny.
- Ensure that work is undertaken in line with appropriate policies, procedures and Standard Operating Procedures (SOPs), that divisional policies, procedures and SOPs are kept up to date, and that the ordering, receipting, storage and controlled usage of materials for the acute estates services is undertaken via the appropriate systems in line with agreed SFIs, policies and procedures.
- Ensure that all official records are maintained as appropriate; respond efficiently to any concerns or complaints in line with the Atlas complaints procedure; and produce appropriate risk assessments for all property-related areas, ensuring that incidents and risks are recorded and managed via the Datix Risk Management System and escalated as appropriate.
- Keep knowledge and skills up to date through Continuing Professional Development (CPD), participation in the Atlas Mandatory Training scheme and attendance at periodic seminars and user groups organised by NHS bodies; where required, represent Atlas with active participation in national and regional external working groups.
- Undertake benchmarking exercises with appropriate datasets to seek continuous improvement ideas; consider, develop and recommend business growth opportunities; assist in the development of annual budgets for the various elements of the acute estate services; and undertake any other duties deemed commensurate with the post.

Please Note

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in the light of changing circumstances and following discussions with the post holder.

The post holder may be required to work across the Company at any time throughout the duration of their contract, which may entail travel and working at a different location.

Person Specification

Core Behaviours

The post holder will be expected to demonstrate certain core behaviours, namely:

Adaptability/Flexibility

- Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, and adjusts plans to meet changing needs.
- Is committed and flexible to undertaking a range of tasks if necessary.

Customer Focus

- Builds customer confidence, is committed to increasing customer satisfaction, sets achievable customer expectations, assumes responsibility for solving customer problems, ensures commitments to customers are met, solicits opinions and ideas from customers, and responds to internal and external customers.

Attitude & Initiative

- Tackles problems and takes independent action, seeks out new responsibilities, acts on opportunities, generates new ideas, and practices self-development.
- Is able to take initiative and work autonomously, and has a friendly, approachable personality, with a good work ethic.

Interpersonal Skills

- Has good listening skills, builds strong relationships, is flexible and open-minded, communicates effectively, solicits performance feedback, and handles constructive criticism.
- Demonstrates professional behaviour and leadership at all times and can be entrusted with sensitive information.

Teamwork

- Meets all team deadlines and responsibilities, listens to others and values their opinions, helps other employees to meet their goals, welcomes newcomers, and promotes a positive and collaborative team atmosphere.

Self-Development

- Seeks out and accepts feedback, is a proactive learner, takes on challenging assignments to improve their skills, keeps their knowledge and skills up to date, and turns mistakes into learning opportunities.
- Has excellent organisation skills and takes pride in their work, demonstrating attention to detail.

Gaining Commitment

- Encourages others to be emotionally and intellectually committed to a course of action by communicating and providing leadership, and by informing others of how their work connects to the bigger picture, inspiring and motivating individuals and teams.
- Communicates an inspiring vision or sense of purpose and expresses positive expectations of others, whilst giving encouragement.

Behaviour

The post holder is expected to ensure that their behaviour is consistent with Atlas's values at all times and is expected to:

- Demonstrate the principles of the Atlas Behavioural Framework.
- Support the aims and vision of the Company.
- Act with honesty and integrity at all times.
- Be a positive ambassador for Atlas.
- Demonstrate high standards of personal conduct.
- Value and respect colleagues.
- Work with others to develop and improve the services of the Company.
- Uphold Atlas's commitment to equality and diversity.
- Take personal responsibility for their words, deeds and actions, and the quality of the service that they deliver.
- Behave appropriately and professionally at all times, particularly when representing Atlas.

Qualifications & Experience

Criteria	Essential	Desirable	Evidence By
Education / Qualifications	• Educated to degree level in a relevant discipline, or HNC/ONC equivalent qualification/experience in an Electrical Engineering-related discipline, or an equivalent level of experience of a specialist Electrical Engineering-related discipline working at a senior level. • Qualified in line with the 18th Edition Regulations. • Evidence of post-qualifying and continuing professional development. • Completed a recognised Electrical Trade Apprenticeship with continued learning.	• Current professional registration/membership of a relevant professional body, e.g. Chartered Institution of Building Services Engineers (CIBSE) or Institute of Healthcare Engineering and Estate Management (IHEEM). • Project Management qualification/experience. • Qualification in Management/Leadership.	A, C, I
Knowledge & Experience: General	• The ability to think strategically and develop plans. • Experience of working within a complex and challenging environment, managing relationships with multiple stakeholders. • Good level of competence and proficiency using the Microsoft Office suite, in particular Excel, Word and PowerPoint. • A high standard of written skills, evident in report writing, and good information presentation skills, evident in use of graphics and design of reports. • Excellent verbal communication skills with the ability to present complex, sensitive or contentious technical information to a wide range of internal and external stakeholders. • The ability to interpret and understand highly complex statistics and sensitive or contentious information. • Ability to monitor complex contracts.	• Experience of business planning.	A, I

Criteria	Essential	Desirable	Evidence By
Knowledge & Experience: Specialist	• Detailed knowledge and experience of, and proficiency in the use of, estates computer management systems, for example Building Management Systems (BMS) and Computer Aided Facilities Management (CAFM). • Experience of managing a large multi-disciplinary Electrical Estates service within an environment of comparable scale and complexity. • Detailed knowledge and awareness of legislation relating to Electrical Estates management. • Extensive knowledge and experience of practical electrical engineering applications and of working with and on electrical engineering systems within complex organisations and environments. • Experience in managing and maintaining physical assets across a whole organisation. • Achievement in successful change management and managing successful projects, with a proven track record of delivering service provision to high professional standards. • Knowledge of service planning and an understanding of its relevance and impact on the services provided by the Estates Directorate. • Knowledge of Health & Safety and fire safety legislation and good practice. • Detailed knowledge of NHS property and estates-related guidance, e.g. Health Building Notes (HBNs) and Health Technical Memoranda (HTMs). • A sound understanding of the legal and financial aspects of major property projects and transactions. • Excellent knowledge and experience of statutory/regulatory returns such as the annual Estates Return Information Collection (ERIC) and Premises Assurance Model (PAM) and the requirements of the six-facet survey.	• An excellent understanding of national guidance on NHS Estates Management processes.	A, I

Criteria	Essential	Desirable	Evidence By
	• Ability to engage with and manage contractors working on site, ensuring Health and Safety and other appropriate Atlas policies are adhered to. • Able to plan at an operational level.		

Key - how assessed

A = Application form	I = Interview
C = Copies of certificates	T = Test or exercise
P = Presentation	R = References

CASTLEFIELD RECRUITMENT

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Get in Touch

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