Title of Position:	Electrical Qualifying Supervisor (NICEIC)
Based at:	Head office, Central London. Fulltime at office need to visit sites
Hours of work	Between 8am to 5pm
Standard Weekly Hours:	40 hours
Reporting to:	Contract Managers and Operations Manager
Direct Report(s):	None
Working Relationships:	Operatives, Colleagues, Clients, and NICEIC
Right to work documentation:	All applicants must have the right to work in the UK
Probation Period:	3 months

About Us

Established in 1759 in the heart of the capital, Sykes & Son Limited is the UK's oldest independent building contractor.

Whilst our heritage is a source of great pride, we have continued to adapt and evolve over this time into a multi-disciplinary contractor with an annual turnover of £40m.

Today, we operate across three major workstreams: Building, Mechanical & Electrical, and Maintenance. This enables us the ability to deliver reactive works and multi-million-pound projects, as well as everything in between for our prestigious clients

From royal palaces to world famous museums, galleries, and universities, we continue to build and maintain long-term relationships with our renowned blue-chip clients.

We are proud too of our longevity and stability. This has been built from a focus on self-delivery and long serving staff. Sykes offers a place to develop careers, combining the security of a long-established business with the opportunity to shape your future.

All of us at Sykes are privileged to continue the legacy of a business trading for over 260-years, acting with absolute integrity, openness and a passion for excellence, drawing on our history to deliver effectively in the modern world.

For over two and a half centuries, we have remained forward-facing, adapting to changing industry expectations and the evolving needs of our clients, whilst retaining the core values that define us: We build relationships; We bring expertise; We are professional; We always care.

Role Summary & Purpose

The Electrical Qualifying Supervisor (NICEIC) holds responsibility for the London Office & Area NICEIC Qualifying Supervisor function, requiring a very good working electrical and electrotechnical knowledge, both practical and of the required standards. They will communicate professionally with clients, team members, and operatives, both verbally and

in writing, and will work closely as part of the M&E team and more widely within the business as required.

With a primary focus on Commercial, some Special, and a small number of Residential projects, the successful candidate will work within our M&E Stream and will be expected to have an excellent working knowledge of three-phase and single-phase electrical installations, particularly with regards to the requirements of the current amendment of BS 7671, work quality, and Inspection and Testing. Using their electrical and technical skills and knowledge, they will maintain, enhance, and support our standards of workmanship and compliance with all current and future regulatory requirements for electrical work, and will manage the inspection and testing, certification, and associated administration for all electrical projects carried out, ensuring Sykes & Son Ltd meets the requirements of the current EAS document and maintains its compliance and registration with the NICEIC. The role will suit candidates who are agile and adaptable, with some understanding of and interest in BS 5266 Emergency Lighting.

Key Responsibilities & Duties
• Be the NICEIC Qualifying Supervisor for the Sykes & Son Ltd M&E stream. *(See link below to download and view - 'NICEIC PD & QS Responsibilities').* *https://niceic.com/getmedia/8aa331fd-84f4-4260-9ceb-bc30388565cc/PDH-QS-Roles-Responsibilities.pdf*
• Liaise with NICEIC representatives with regards our annual surveillance(s).
• Maintain, enhance and support our compliance with all the required current and future electrical and emergency lighting standards.
• Promote best practice and high workmanship standards.
• Ensure that we meet the requirements of the current EAS document. *(See link below to download and view* - https://electrical.theiet.org/media/qetbddje/eas-26-027-june-2026.pdf)
• Ensure that all operatives are engaged in Continuous Personal Development (CPD).
• Produce, create and deliver operative CPD material, and maintain accurate records.
• Conduct periodic audits and site inspections across live M&E projects.
• Oversee and promote best practice inspection, testing and safe isolation procedures, and ensure accurate recording and completion of online certification.
• Be responsible for most of the M&E stream electrical and emergency lighting test equipment, including its logging, calibration and issuing, along with the associated tablets or PCs, liaising with the IT department regarding issues, updates and required additions.
• Provide on-going training and updating of all operatives regarding the online certification system as improvements and changes are made by the NICEIC.
• Review and sign off electrical certification and documentation, including associated administration.

• Be actively involved in projects containing new or replacement Emergency Lighting Systems, including the creation and review of emergency lighting certification and the compilation of all associated documentation for validation.
• May be required to work towards obtaining and maintaining BSI & BAFE accreditation SP203-4 for BS5266 installation and verification for the M&E stream.
• Take an interest in, and occasionally review, the wider electrical certification of the other streams of the business.
• Provide electrical technical support and guidance to all members of the M&E team, and more widely to the company and our clients, as and when requested or required.

Key Dimensions
• Demonstrable experience as an Electrical Qualifying Supervisor (NICEIC), or in a similar electrical compliance role, with a reputable M&E Contractor
• NVQ Level 3 or equivalent electrical qualification, with City & Guilds 18th Edition Wiring Regulations
• City & Guilds 2391-52 Inspection & Testing qualification, and an in-date ECS Gold Approved Electrician Card
• Minimum 2 years' experience in Electrical Installation Condition Reporting (EICR), including the coding of non-compliances
• Excellent working knowledge of BS 7671 wiring regulations, Guidance Note 3, the On-Site Guide, and three-phase and single-phase electrical installations
• Proficient computer skills, including Word, Excel, Adobe or similar, and experience of a digital electrical and emergency lighting certification system
• Strong communication, organisational, and problem-solving skills, with the ability to work on own initiative in a small team
• Understanding of, and interest in, BS 5266 Emergency Lighting requirements

Personal Attributes/Aptitudes and Skills	Essential	Desirable
Education needed for this role	- Good GCSE grades (or above) in English & Maths, with good spoken English - Completed a recognised electrical apprenticeship	-
Training/Qualifications needed for this role	- Current, in-date ECS Gold Approved Electrician (Registered Electricians) Card - Meets the NICEIC's electrical qualification requirements for the role of QS (see link below - 'NICEIC Electrical Qualification for a New QS or	-

	not been one for 2 years'): https://niceic.com/getmedia/a1c571f3-8db0-4b97-a26f-5d59cd284ece/RS-Acceptable-EI-Qualifications-(PC-Change)_1.pdf	
Experience needed for this role	- Experience predominantly of commercial, industrial and other three-phase installations - Very good working electrical experience and electrotechnical knowledge, both of installation work and inspection & testing, including good experience of carrying out EICRs and the coding of non-compliances within the last two years or more (with proof) - Experience of being responsible, as a QS, for multiple operatives and, if possible, sub-contractors	- Recently, or currently, a Qualifying Supervisor for a Certification and Registration Body, for the company they currently or most recently worked for (with visibility of a copy of their last surveillance assessment report)
Knowledge needed for this role	- Able to locate information, requirements and regulations within BS7671, Guidance Note 3 and the On-Site Guide	-
Personal attributes needed for this role	- Professional, self-motivated and takes pride in their work - Organised and methodical - Able to identify issues observed, written or heard that need to be raised with the M&E management team and operatives - Provides interventions and spots opportunities to assist others, sometimes without request	-
Aptitude needed for this role	- Excellent communication skills; able to communicate professionally and well with clients, contacts, the M&E management team and operatives, both verbally and in writing - Able to work well as part of a team (M&E) and, sometimes, more widely within the business	-
Skills needed for this role	- Proficient computer skills; able to work well with Ms Word, Ms Excel, Adobe or similar, and a digital version of electrical and emergency lighting certification	- Experience of, and an interest in, Emergency Lighting

Benefits
• Life Assurance
• 25 days annual leave + 8 Bank holidays
• People's Pension Scheme (EE 5%, ER 3%)
• Cycle to Work Scheme
• Access To Mental Health First Aider
• Refer a Friend to Work Scheme
• Discretionary/Employee Ownership Trust Bonus (subject to 12 months service)
• Professional Development
• Occupational Health Support
• Employee Assistance Program
• Payment for Professional Subscription

If you are interested in this role, please email your CV to careers@sykes1759.co.uk