

MAINTENANCE ASSISTANT JOB DESCRIPTION

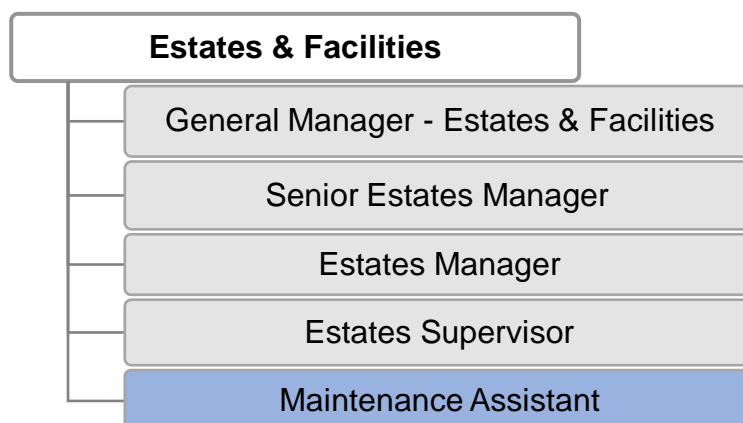
Job Title:	Maintenance Assistant
AfC Band:	Band 3
Directorate/Service:	Corporate / Estates & Facilities
Accountable To:	Estates Manager
Responsible To:	Estates Supervisor
Base Location:	Salford Royal Hospital
On-Call Requirement:	Yes
AfC Job Code:	

Values

Three values are at the heart of our organisation: **Care, Appreciate** and **Inspire**.

Our values and behaviours define what's important to us as we work alongside each other and with our patients and service users. They also shape what it feels like to work at the NCA and will be central to your development and performance conversations. Together, we will create a culture where care, appreciation and inspiration thrive.

Structure Chart



Job Summary

The Maintenance Assistants' responsibilities, in support of the Estates Managers, consist of assisting in carrying out planned preventative maintenance, reactive repairs, and installation work alongside the qualified trades staff to provide a comprehensive maintenance service to all wards and departments in a multi-disciplined environment ensuring compliance with Trust safety standards, policies and procedures.

Many of the repairs will need to be attended to urgently and some aspects of the work can be unpleasant and hazardous.

The post holder's duties are expected to liaise closely with the other trade groups, contractors, staff and end users, service providers and manufactures in order to ensure that the Trust receives the highest standard of service efficiently & effectively.

Key Role and Responsibilities

Professional Duties

Assemble and install non-complex electrical, mechanical services, building fabric and equipment as required.

Assist others to carry out statutory inspections including testing on water systems and assist with fire alarm testing, including completing all necessary documentation.

Assist in the installation of heavy electrical and mechanical services and equipment using lift equipment in compliance with Trust policies.

Comply with the departments Equipment Release and Permit to Work Systems.

Communications and Relationships

Working alongside the other departments of the Estates and Facilities team plus clinical colleagues across the hospital, you will need to be able to form professional relationships and communicate with them at all levels in a courteous and professional manner.

You may be required to assist external contractors to enable successful completion of works.

Analytical and Judgmental Skills

The post holder will need to assess working and maintenance situations on non-complex services and equipment in order to affect the best and safest solution whilst taking into consideration the impact it will have on the surrounding environment and people, including the staff, end users and the Trust as a whole.

You will be numerate, literate and possess basic PC skills.

You will be responsible for maintaining and updating records that may be held on computer databases, CAFM systems, Building Management Systems, paper based etc.

Financial Responsibility

The post holder will be responsible for assisting in identifying and advising the Supervisor of materials and equipment required to undertake the role, recognising value for money, and providing commercial awareness.

Planning and Organisational Skills

The post holder will take responsibility for scheduling their work on a day-to-day basis according to job requests received and will respond to any requests from the maintenance supervisor.

Leadership and Management

You may be required to assist others in all aspects of estates trades functions working with other tradesmen (including contractors), deal with new situations / techniques and pass on knowledge to colleagues and apprentices/maintenance assistants.

The post holder will be required to attend any training activities that are deemed necessary in order to enable them to conduct their work in a competent manner and to ensure they meet legislative and Trust policy and procedure requirements.

PERSON SPECIFICATION

Job Title:	Maintenance Assistant
AfC Band:	Band 3

		Essential	Desirable
Qualifications	City & Guilds NVQ Level 2 Plumbing & Domestic Heating		X
	Evidence of experience in an engineering or building environment		X
Professional Registration		N/A	N/A
Knowledge, Training & Experience	Working toward the completion of a recognised Apprenticeship		X
	Already worked in a Hospital Environment		X
	Computer literate and keyboard skills		X
	Written and verbal communication skills in order to be able to liaise with staff at all levels of the organisation		X
	Ability to work on own initiative without close supervision		X

	Willingness to work flexibly and to use own initiative and show a positive attitude to change		X
Skills & Abilities	The work can be physically demanding including frequent periods of walking around site, movement and lifting of tools, materials, fixtures & fittings.	X	
	Much of the day will be spent upright and standing on your feet.	X	
	Working may be required in restricted spaces and areas.	X	
	Basic IT skills will be required.	X	
	There will be a requirement to drive a Trust Estates vehicle on an intermittent basis.		X

Living our Values

All colleagues are expected to demonstrate the NCA values and underpinning behaviours as you carry out your role.

Values	Behaviours (I will...)
CARE We listen and treat each other with kindness.	Provide the highest standard of care, with compassion and kindness.
	Communicate clearly, actively listen and be person centred.
	Seek to understand and empathise.
	Collaborate to deliver services that are safe and give confidence in our care.
APPRECIATE We value and respect each other's contribution.	Recognise and openly acknowledge how we all make a difference.
	Value and respect others and share in celebrating our successes.
	Treat people fairly, notice, champion and positively appreciate diversity.
	Provide constructive feedback to support growth and development.

INSPIRE We speak up and find ways to be even better.	Have a voice and act with integrity and honesty.
	Make time to learn, share and find new ways of working.
	Be positive, be open to change and empower others.
	Work with my team and other teams to agree and deliver best outcomes.

Appendix

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
<p>Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities.</p> <p>Employees are required to co-operate with the Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.</p> <p>Work in accordance with all Trust policies and procedures.</p> <p>Ensure the Post Holder attends induction and regular mandatory update training on risk management policy and procedures.</p> <p>Ensure Post Holder identify through risk assessment, any risks they feel exist within their department or during the delivery of their services.</p> <p>Ensure Post Holder provides incident reports and supporting documentation for any unexpected event or incident they are involved in.</p> <p>Ensure the Estates asbestos register is issued/highlighted to all colleagues, including, MTC Contractors and Capital Design Contractors etc.</p> <p>As with any employment, you will be subject to health and safety provisions covering all aspects of your work.</p> <p>These will include:</p> <ul style="list-style-type: none"> • COSHH - Control of Substances of Hazardous to Health Regulations, • PUWER - Provision and use of Working Equipment Regulations, • Workplace Health Safety & Welfare Regulations. • Electricity at Work Act, • Manual Handling, • Noise at Work Regulations,

- Data Protection Act,
- Personal Protective Equipment Regulations,
- Grinding Wheel Regulations

NOTE: This list is not exhaustive.

Additionally you will be subject to the NHS Estates guidance known as Health Technical Memoranda and Health Building Notes.

You have a personal responsibility to support your department in reducing hospital acquired infection. You must comply with the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring any deficiencies to the attention of your manager.

As well as the general duty of care, the post holder will need to assist in responding to any specific issues relating to staff or the public regarding health & safety and any hazards associated in the normal course of the role.

Confidentiality and Data Protection

Employees are required to uphold the confidentiality of all records held by the Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.

Equality and Diversity

All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice.

Colleagues must recognise and report any behaviour that undermines equality under Trust policy and further EDI activity by:

- eliminating discrimination, harassment, and victimisation
- advancing equality of opportunity between people who share a protected characteristic and those who don't
- fostering good relations between people who share a relevant protected characteristic and those who don't
- understanding the impact of policies, services, and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with the Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to live the NCA values: Care, Appreciate and Inspire through your daily habits, to improve outcomes for patients, customers, and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

As you join us, you are required to attend our Corporate Induction, complete the Trust's mandatory training.

Your annual My Time appraisal conversation helps to continually review your contribution and ongoing priorities through your Personal Development Plan, informed through a wide choice of development available to you.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This job description is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.