



Job Description and Person Specification



Job Description

Job Title	Building Craftsperson (Carpenter)
Band	Band 4
Hours	37.5
Department	Estates
Division	Facilities and Estates
Location / Hospital Site	RSCH
Responsible to	Team Leader
Accountable to	Estates Officer
DBS	Standard

Role Summary

To carry out carpentry repairs and maintain the building fabric both internally and externally to Trust owned premises. Deal with incidents such as damaged fire doors (Health & Safety) lost keys (departmental, controlled drugs cupboards) broken glass to doors, windows (Health & Safety) To provide assistance if required to other craftsmen within the Estates Department. To have a flexible approach within the Estates Team and carry out maintenance functions considered foreign to their profession provided such work is done within (Health & Safety) guidelines and they have the required training, skills and supervision To carry out tasks in any site owned and maintained by UHSx as required

Key Working Relationships

Develop and maintain good working relationships with clinicians, departmental heads, Risk Management, statutory regulators, Fire Brigade, external consultants, contractors and company representatives.

Main Duties and Responsibilities

- Repairs and construction of timber fixtures and fittings
- First and second fixing to new and alteration work
- Use of access equipment for carrying out minor repairs internally and externally to windows and roof lights on any form of construction.
- Carry out minor repairs to fencing and gates.
- To repair or replace locks, door closers and door furniture of all kinds.
- Fit or replace laminates and Formica materials to fixtures and fittings.
- Repair all types of timber flooring.
- Minor repairs of blinds and fixing of curtain tracks and similar fixtures and fittings, coat hooks, shelving, notice boards, etc.

- Erection and dismantling of, trestles, hop-ups, staging, ladders and step ladders providing training has been completed by the operative.
- To develop and maintain good working relationships with Clinicians, Departmental Heads, Risk Management and Contractors
- Carry out tasks as instructed/requested with a minimum of supervision, in line with best building practice and consummate with trained skills and experience.
- Deal with incidents such as damaged fire doors (Health & Safety), lost keys, departmental and controlled drugs cupboards, broken glass to doors and windows.
- Carry out defective item maintenance on the carpentry building fabric (internally & externally) in line with best practice, health and safety and consummate with trained skills and experience with the aim of returning the item to service within target time frames.
- To advise the Team Leader of health and safety /maintenance issues, perceived or otherwise which may affect the safe operation of the building fabric and clinical services.
- Carry out refurbishment and/or new works, as required from time to time as directed by the Team Leader
- To attend training courses as appropriate for the post including Health & Safety requirement

Communication

- Understand and sympathise with issues relating to clinical staff where Estates works have an impact to clinical areas.

Service Delivery and Improvement

- Delivery of Planned maintenance activities, new works and repairs to building fabric.

People Management and Development

- Assisting with the training of apprentices and semiskilled craftsmen, assist in the induction of new staff.

Patient Care Delivery

- Maintain a safe environment for patient care.
- Learning and Development
- Attend mandatory training updates as required.
- Undertake training as necessary in line with the development of the post and as agreed with the line manager as part of the personal development process.
- Achieve and demonstrate agreed standards of personal and professional development within agreed timescales.

- Identify own learning needs and jointly plan training requirements with your line manager
- Participate in the Trust's appraisal process to discuss how your role will help deliver the best possible care to our patients and help to deliver any changes in service.

This job description is an outline of the role and responsibilities. From time to time due to the needs of the service, we may ask you to flexibly undertake other duties that are consistent with your role and banding, including project work, internal job rotation and absence cover.

The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the organisation.

Mission and values

The mission of University Hospitals Sussex – what we are striving to achieve – is to provide:

‘excellent care every time’

All our efforts to do this put the interests of our patients first and foremost, and are underpinned by our values:

- Compassion
- Communication
- Teamwork
- Respect
- Professionalism
- Inclusion

These values were selected by our staff, patients and public when we were talking about the merger and the sort of organisation we want University Hospitals Sussex to be.

Our mission and values are extremely important to us and we expect everyone who works at University Hospitals Sussex in any capacity to share and uphold them.

Patient First

- Patient First is our Trust-wide approach to improving the quality of care for patients and to build and embed a culture where staff can be confident that their views matter and will be heard.
- The aim is to empower all staff to lead change, raise issues, concerns, identify and implement areas for improvement within the workplace and find solutions collectively as part of a team.
- Staff will be equipped with skills to identify improvement opportunities and supported to see those through
- It encourages all staff to be innovative and drive forward quality improvement and positive changes in their areas.
- The philosophy behind this is centred on:

- Standardisation, system redesign and the improvement of patient pathways to eliminate error and waste and improve quality
- The patient being at the heart of every element of change
- Embedding cultural change across the organisation, where everyone is passionate about delivering exceptional quality every time and “where better never stops”.
- Continuous improvement of our services through small steps of change
- Constantly testing the patient pathway to see how we can develop
- Encouraging frontline staff to lead the redesign processes
- Equal voices for all
- Engagement of staff is a big factor in job performance.
- Good engagement leads to improved quality, mortality and safety measures

Safeguarding Children and vulnerable adults

UHSussex is committed to safeguarding and promoting the welfare of children and adults and to protecting them from the risks of harm. The Trust recognises its responsibility to ensure that safe working conditions and systems are in place for staff working with children, adults, and families in their care. Staff are required to comply with Trust policies on Safeguarding and to undertake the appropriate level of mandatory in-service training in this area.

Equality, Diversity and Inclusion

Inclusion and respect are core values at UHSussex, and we are committed to diversity and equality. This means treating colleagues and patients with professionalism, ensuring everyone feels welcome and included, valuing different backgrounds and experiences, and challenging inequalities.

Workplace and Environmental Factors

Physical	<p>Highly developed physical skills with accuracy being important</p> <p>Manipulation of fine tools, instruments and equipment.</p>
Emotional	<p>Able to deal with occasional distressing circumstances when inspecting/surveying services in clinical areas.</p> <p>Able to deal with the general stresses of working around difficult patients.</p> <p>Contact with terminally and seriously ill patients on wards, in A&E and ITU.</p> <p>Contact with dead bodies within the Mortuary.</p>

	Able to deal with major plant and electrical services failures to critical areas under extreme stress and pressure.
Mental	<p>Frequent concentration required with an unpredictable work pattern.</p> <p>Able to work in a safe manner with potentially high danger from steam, electricity etc</p> <p>Able to work in a methodical manner</p> <p>Concentration required dealing with major incidents due to critical services failure</p>
Working Conditions	<p>Able to cope with heat, dust, dirt, fumes, noise, within plant rooms and engineering / building workshops</p> <p>Working within an office environment.</p> <p>Working at heights and exposed areas such as plant on roofs</p> <p>Working in confined spaces.</p>

Person Specification

Requirements	Level required	How assessed	Level required	How assessed
	Essential		Desirable	
Professional Registration		Application form (AF) Selection interview (I) Assessment (A)		Application form (AF) Selection interview (I) Assessment (A)
Experience/Qualifications	<p>Completed and passed a 2 year apprenticeship City & Guilds in carpentry and joinery or equivalent</p> <p>Continuing Training to latest Regulations</p>			

Skills	<p>Excellent oral and written communication skills</p> <p>Understand and sympathise with issues relating to clinical staff where Estates works have an impact to clinical areas</p> <p>Evidence of having undertaken own development to improve understanding of equalities issues (I)</p>			
People Management and Development	Understand and sympathise with issues relating to clinical staff where Estates works have an impact to clinical areas.			
Freedom to Act	The post holder will have the ability to organise and prioritise own workload where required and work unsupervised, independently and autonomously.			
Equality, Diversity and Inclusion	Evidence of having championed diversity in previous roles (as appropriate to role). (I)			