

JOB DESCRIPTION

Job Title	Estates and Waste Officer
Band	6
Directorate	Estates/Corporate
Professionally Accountable to	Estates & Engineering Manager, Community Estates Manager.
Responsible to	Estates & Engineering Manager, Community Estates Manager.

VISION, MISSION and VALUES

Our Vision

To improve the health and well-being of the people we serve in Herefordshire and the surrounding areas.

Our Mission

To provide a quality of care we would want for ourselves, our families and friends. Which means: Right care, right place, right time, every time.

Our Values

Compassion, Accountability, Respect and Excellence

- **Compassion** – we will support patients and ensure that they are cared for with compassion
- **Accountability** – we will act with integrity, assuming responsibility for our actions and decisions
- **Respect** – we will treat every individual in a non-judgemental manner, ensuring privacy, fairness and confidentiality
- **Excellence** – we will challenge ourselves to do better and strive for excellence

JOB SUMMARY

The Estates & Waste Officer post is a key role for the Trust; they will assist with Estates and Engineering matters as they arise within the Trust and will act as waste Manager for the Trust. They will assist with the Hereford County Hospital PFI contract and Community Healthcare Estates and Waste Management.

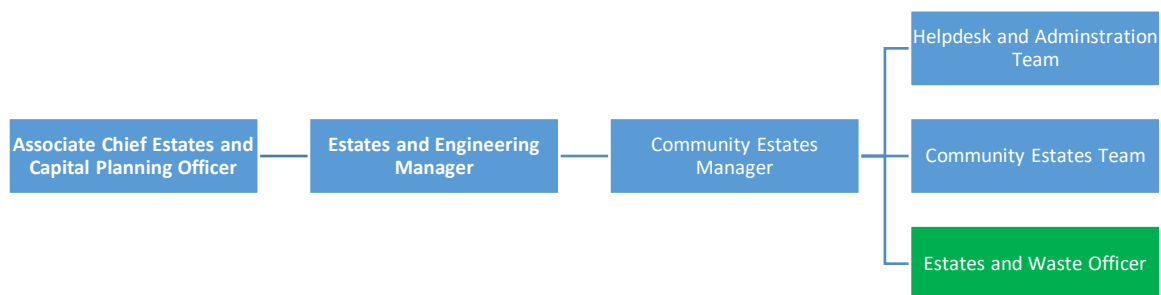
The post will provide assurance to Estates Managers that the PFI and Community contract service suppliers are fulfilling the technical and statutory obligations required to provide a safe and efficient healthcare environment and ensure compliant with waste disposal legislation.

Will act as Deputy for the Estates & Engineering Manager and Community Estates Manager as required.

The post holder will assist in engineering management for operational estates function; helping to manage the day to day and strategic delivery of a compliant high quality, safe, efficient and value for money operational Estates which include maintenance.

The post holder will also be responsible for overseeing operational waste management, reduction, recycling, on site waste collection and disposal activities across Wye Valley NHS Trust, providing value for money and excellence in service provision.

ORGANISATION CHART



MAIN FUNCTIONS OF THE JOB

Estates:

- To assist in the professional engineering for operational estates function; assisting with managing the day to day and strategic delivery of a compliant high quality, safe, efficient and value for money operational Estates which include maintenance.
- To ensure compliant engineering methods implemented during delivery of projects
- Ensure Service Delivery of the Trusts externally provided Estates Services ensuring suitable levels of service compliance and value for money.
- Be the Trust's technical expert in some of the following disciplines including HTM at AP (Authorised Person) level:
 - Decontamination
 - Medical Gas Pipeline Systems
 - Ventilation
 - Water Systems
 - Electrical Systems and Safety
 - Lifts
 - Natural Gas & Fuel Oils
 - F-Gas and Refrigeration
 - Boilers and Pressure Systems
- Assist in managing the compliant delivery of the Hereford County Hospital PFI contract and Community contracts.

Waste:

- Take a lead role in Sustainability and Waste related matters across the Trust in the coordination of the Trusts reduce, reuse and recycling work streams.

- Act as a professional adviser and implementation lead for all waste matters under this remit including taking a lead role in the development of the Trusts' waste strategies and embedding these in day-to-day business
- Authorise and management payments to waste subcontractors.
- Support the delivery of a "Net Zero" NHS system by driving improvements across the sustainability and waste management portfolio including but not limited to behavioural change, training, waste segregation, optimisation and reduction.
- Produce timely, informative reporting on recycling and waste matters for internal Trusts' use, to include ad-hoc responsive reports (verbal if necessary) and to devise and maintain formal quarterly and annual reports to Trust Boards. The post holder will assist the Trusts in ensuring effective exchange and dissemination of information relating to waste management within the Trust and participate as required in audits, special projects and cost reduction and income generation initiatives in relation to waste activities.

Communication and Working Relationships:

- The post holder will be responsible for their own work, the majority of which will be self-generated and self-directed, with a high level of autonomy, and will be expected to adopt the lead in all aspects of his/her role within the service.
- Deal with matters of a strictly confidential nature providing and receiving contentious and sensitive information, which requires negotiating, empathetic and reassurance skills.
- Provides expert Waste advice to other estates staff, directors, senior management of the organisation; may advise external agencies Undertakes Authorised Person responsibilities in relation to specified systems, facilities
- Exchanges maintenance, technical project-related information with specialists, non-specialists, including senior managers, negotiates with contractors, suppliers
- Liaise with a diverse range of staff including managers and clinicians.
- The job entails the provision and explanation of information, The post holder must therefore have excellent communication and written presentational skills and reasonable verbal presentational skills. They must be confident when communicating with people at all levels of the organization and also externally.
- Present information appropriately for each project by using a variety of media. Be able to provide Statistical process graphs, benchmarking data, process mapping, demonstrate trends, calculate percentages and variances and providing explanatory notes and interpretation regarding data ambiguities.
- Form relationships with Senior Trust Estate Managers, Supervisors, Trades Staff, Ward and Departmental Staff, Consultants and Contractors external to the organisation, Statutory Bodies, manufacturers, Finance, Health and Safety Executive, NHS Agencies, Sustainable Development Unit, BRE, PFI contractor, Utilities Undertakings, Public and NHS Property Services, Department of Health, NHS Improvement, Council and local Health Partners (e.g. CCG)
- Information will be commercially sensitive, complex and sometimes contentious
- Managing Trust Contractors to ensure value for money and complaint delivery of procured services.

Management and Leadership Responsibilities

- The Trust Estates and Waste Officer is the lead specialist on Waste management within the trust and will also assist the Hard FM performance of the PFI contract for the acute hospital and Hard FM performance in the Community setting.
- For all Wye Valley NHS Trust sites, the post holder will provide a key high level of assistance in the efficient delivery of the healthcare estate.
- Responsible for the delivery of an effective and compliant waste management system

- The role will provide assurance for the Trust that the contract service suppliers are fulfilling the technical and statutory obligations required to provide a safe and efficient healthcare environment.
- Will assist in ensuring that engineering maintenance, including contract work, is carried out to appropriate standards and specifications
- To make recommendations and project proposals for cost reduction exercises
- To take a lead on waste subcontractor management and contract review
- To support the Trusts carbon reduction and Good Corporate Citizen agendas through improved working processes.
- Deputise for the Estates department managing and training (e.g. waste segregation and streams) staff as required. Ad hoc management of staff on minor projects across the trust.

Planning and Organisational Responsibilities

- Ensure compliance with all relevant professional, registration and legal standards relating to Waste.
- The post holder will need to be capable of developing specialist knowledge and expertise within NHS Information and become fully conversant with the datasets captured in the NHS.
- To assist in ensuring access for planned maintenance and lifecycle works is co-ordinated with clinical staff and contractors.
- Lead energy awareness campaigns to support carbon reduction and efficiency programmes.

Policy and Service Development Responsibilities

- Develop (author) and implement Waste policy required for the efficient and compliant service of the Wye Valley NHS Trust Estate
- To aid the estates strategy development with a particular focus on engineering performance and risk. This will involve aiding the Trust to risk assess the replacement of machinery, plant and equipment.
- Promote and champion the overall concept of energy management
- Completing up to date documentation of all maintenance, calibration data and fault rectification carried out on equipment.

Training and Development Responsibilities

- To ensure training needs analysis and action plan put in place for duties as defined in Statutory Compliance for waste disposal and estates engineering.

General Information

This job description is not intended to be an exhaustive list of duties, but merely to highlight the current main responsibilities of the post. The Trust reserves the right to change terms from time to time. Along with your main duties; you will also be expected to carry out any other duties that are reasonably asked of you. It may be reviewed from time to time in agreement with the post holder and line manager. The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust.

Safeguarding Vulnerable Adults & Children

Wye Valley NHS Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers and contractors to share this commitment.

All staff have a duty to safeguard and promote the welfare of patients, their families and carers. This includes practitioners who do not have a specific role in relation to safeguarding children or adults, you have a duty to ensure you are:-

Familiar with the Trust's safeguarding policies. Attend appropriate training for safeguarding. Know who to contact if you have concerns about an adult or child's welfare.

Health and Safety

The post holder is required to conform to the Trust's Policies on Health and Safety and Fire Prevention, and to attend related training sessions as required.

Confidentiality

To maintain confidentiality at all times. In the course of their duties employees will have access to confidential material about patients, members of staff and other Health Service business. On no account must information relating to identifiable patients be divulged to anyone other than authorised persons, for example, medical, nursing or other professional staff, as appropriate, who are concerned directly with the care, diagnosis and/or treatment of the patient. If there is any doubt whatsoever, as to the authority of a person or body asking for information of this nature, advice must be sought from a superior officer. Similarly, no information of a personal or confidential nature concerning individual members of staff should be divulged to anyone without the proper authority having first been given. Failure to observe these rules will be regarded as serious misconduct, which could result in serious disciplinary action being taken including dismissal.

Policies and Procedures

The post holder will be required to comply with all policies and procedures issued by and on behalf of Wye Valley NHS Trust, which the Trust may amend from time to time.

Infection Control

It is a requirement for all Trust staff to comply with all trust infection control policies and procedures. All Trust staff should ensure that they fulfil their responsibilities for infection prevention and control, that they provide leadership where appropriate in infection control matters and that they challenge poor infection control practice in their workplace. All staff should have infection control training at induction and annual infection control updates via the Department of Health e-learning package, via the local infection control CD-Rom training tool or by attendance at an annual Health and Safety refresher. All clinical staff will have annual infection control objectives set and these will be reviewed at appraisal.

No Smoking Policy

In recognition of the Trust's commitment to health promotion and its health and safety responsibility, the Trust has a no smoking policy that prevents all staff from smoking whilst on duty.

Equal Opportunities

The Trust is an Equal Opportunities employer and the post holder is expected to promote this in all aspects of his / her work. The Trust's duty is to ensure that no existing or potential employees receive less favourable treatment on the grounds of sex, sexual orientation, race, colour, nationality, ethnic origin, religion, marital status, age or disability, or are disadvantaged by conditions or requirements that cannot be shown to be justifiable. This also applies to patients – the Trust has a duty to ensure patients have the right to equal access, care and treatment. All employees are expected to comply with this policy.

Financial

To order and receipt goods in accordance with the Trust's financial framework. To comply with standing financial instructions.

Data Quality

The information that you record as part of your duties at the Trust must be 'fit for purpose', reliable and easily accessed by appropriate/authorised personnel. To achieve this standard the information must be: Accurate, Legible (if hand written), Recorded in a timely manner, Kept up-to-date, appropriately filed. All staff must monitor and take responsibility for data quality throughout the areas of the system used locally, all users maintain timely input, and ensuring that data is checked with the patient, and staff (in relation to their staff record), whenever possible, and to support initiatives to improve data quality.

N.B. Recorded information includes: patient information entered in case notes and entered on any computerised care records system, financial information, and health & safety information e.g. incident reporting and investigation, personnel information recorded in personnel files etc. Failure to adhere to these principles will be regarded as a performance issue and will result in disciplinary action.

Records Management

All employees of the Trust are legally responsible for all records that they gather, create or use as part of their work within the Trust (including patient, financial, personnel and administrative), whether paper or computer based. All such records are considered public records and all employees have a legal duty of confidence to service users. Employees should consult their manager if they have any doubt as to the correct management of records with which they work.

Conduct

The post holder is an ambassador for the directorate and the Trust and his / her actions and conduct will be judged by service users as an indication of the quality of the service provided by the directorate and the Trust as a whole. The post holder will also comply by the NHS Core Values and the Constitution.

Other

The Trust is committed to continuous improvement in managing environmental issues, including the proper management and monitoring of waste, the reduction of pollution and emissions, compliance with environmental legislation and environmental codes of practice, training for staff, and the monitoring of environmental performance.

Manager Name:	Manager Signature:
Date:	
Post holder Name:	Post Holder Signature:
Date:	

PERSON SPECIFICATION

Directorate **Estates and Facilities**

Job Title **Estates and Waste Officer**

Band **6**

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION AND QUALIFICATIONS		
Degree or equivalent level qualifications, post grad qualification in relevant area	✓	
Knowledge acquired through experience or equivalent + specialist knowledge across a range of estates, facilities activities, and waste management.	✓	
Held Authorised Person status and or Competent Person status and willing to train for additional as required.		✓
Member of relevant professional body (CIBSE, RICS, IHEEM etc.)		✓
Engineering, estates or facilities related experience and/or qualifications.	✓	
Waste stream/management experience/qualifications. Able to undertake further waste management training as required.		✓
EXPERIENCE		
Develops long term operations plans to implement organisational plans for critical estates and waste management services	✓	
Managing budgets as required	✓	
Assisted in managing projects		✓
Experience of broad contractor/facilities management, experience in an NHS environment or similar including in a leadership position		✓
Energy/carbon reduction and sustainability planning	✓	
Experience in FM in a management position, preferably within PFI context		✓
Experience of waste streams in a management position	✓	
Understanding of contracts	✓	

Collation and interrogation of large and complex data	✓	
SKILLS, KNOWLEDGE AND ABILITIES		
Judgements across wide range of estates issues taking into account legislation, H&S, conflicting demands, content of expert advice on estates operations matters, guidance around waste streams including Environment Agency regulations.	✓	
Able to distil large amounts of information and summarise key trends/performance indicators	✓	
Ability to influence staff when required	✓	
Excellent IT skills to use various types of software and Microsoft Office	✓	
Be able to create and use software to input and analyse data and produce bespoke reports	✓	
Exchanges maintenance, technical project-related information with specialists, non-specialists, including senior managers, directors; negotiates with contractors, suppliers	✓	
Flexibility – Adapts tactics/approach	✓	
Analytical thinking – tests all angles	✓	
Planning and organise complex activities – able to plan, prioritise, delegate and be flexible to change. Balancing both the long term against the short term gains and conflicts to the benefit of the Trust	✓	
Leadership – is a role model for effective leadership and resilient	✓	
Able to operate confidently with senior managers in both the Trust and in the PFI Partner's team	✓	
Achievement – sets and meets challenging goals and seeks long term improvements	✓	
Influencing – maintain network, plans impact and enables	✓	
Initiative – anticipates the future and develops new ideas and services	✓	
PERSONAL ATTRIBUTES		
Communication – breaks down barriers to communication	✓	
Leadership qualities necessary to actively lead and influence others as necessary	✓	
Influencing – maintain network, plans impact and enables	✓	

Initiative – anticipates the future and develops new ideas and services	✓	
Teamwork – facilitates teamwork and partnership	✓	
OTHER FACTORS		
Ability to fulfil the travel requirements of post	✓	