

**JOB DESCRIPTION**

<b>Job Title:</b>	Estates Officer Planning
<b>Band</b>	6
<b>Care Group</b>	Estates
<b>Directorate:</b>	Strategy and Transformation
<b>Department:</b>	Estates
<b>Location:</b>	University Hospitals Dorset NHS Foundation Trust-Poole
<b>Accountable to:</b>	Head of Maintenance
<b>Accountable for:</b>	N/A
<b>Main Purpose</b>	To support the Estates Head of Maintenance to ensure that all site infrastructure, buildings, systems, plant and equipment are maintained in a safe and operational condition at all times, in compliance with the relevant statutory / regulatory requirements, Health Technical Memoranda, (HTM) best practice guidance and, Corporate and Estates policies and procedures

**General Duties**

Manage develop and maintain the Estates Departments Computer Aided Facilities Management Systems. (CAFM)

Manage the Estates maintainable assets register.

Act as a Authorised/Responsible and/or Competent person in one or more Estates specialisms.

Manage, maintain and develop the Estates Computer Aided Facilities Management (CAFM) systems currently Planet FM and SFG20 to create, plan and deliver a comprehensive planned maintenance programme and reactive repair service (doctetline)

To maintain quality and performance standards to ensure that allocated work is completed effectively and efficiently in accordance with the Estates Quality Management System BSI – ISO-9001 2015.

Assist with the supervision and training of all trade staff.

To carry out the duties of an Authorised/Responsible person and Competent Person, and apply specialist skills in one or more of the following specialisms:-

- LV Electrical Systems
- Heating and Ventilation Systems
- Decontamination
- Safe Water Systems
- Medical Gas Pipeline Systems (MGPS)
- Confined Spaces
- Pressure Systems

The above list is not exhaustive but provides an indicative summary of the responsibilities for this position.

#### **Communication and Working Relationship Skills**

To provide and receive complex specialist information to and from other specialist's estates staff, suppliers, contractors statutory and legislative bodies, orally, in writing and electronically. Provide specialist training to Estates staff.

#### **Analytical and Judgemental Skills**

Formulate complex maintenance procedures taking into account legislation, codes of practice, regulations, HTM's and the manufactures requirements. Regularly review maintenance procedures to ensure continued compliance to the above

#### **Planning and Organisational Skills**

Plan and prioritise complex, planned preventative maintenance programmes across the full range of estates activities, allocate tasks to the appropriate trade or specialist contractor. As an authorised person plan and organise specialist work projects.

<b>Responsibility for Patient/Client Care, Treatment and Therapy</b>
Incidental contacts with patients/clients whilst working in Wards, Clinical/Medical areas.
<b>Responsibility for Policy / Service Development</b>
Develop/update and implement policies/SOP's relating to PPM and reactive maintenance. Propose changes to Estates policies that impact other departments across the organisation (medical gases, safe water and decontamination).
<b>Responsibility for Finance, Equipment and Other Resources</b>
Raise orders for the purchase of spares and equipment up to £5000.
<b>Responsibility for Human Resources, e.g. Supervision, Training, HR Advice and Management</b>
When required to assist with supervision of Estates Trade staff Including performance management, disciplinary, grievance, sickness absence management, training, cascading of information to staff and planning and organisation of workload. Undertake staff appraisals, in line with the Trust's Values Provide specialist training to estates staff.
<b>Responsibility for Information Resources and Administrative Duties</b>
Responsible for the operation of the estates CAFM systems. Ensure that all estates operational information is stored in the appropriate database or electronic file system. Create new databases/spread sheets as required. Use the Estates CAFM systems to create weekly and monthly compliance, performance and resource utilisation reports

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<b>Responsibility for Research and Development</b>
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Continuously develop Estates CAFM systems to improve efficiency and data collection. Carry out regular audits of estates maintenance procedures. Engage with CAFM vendors and users to ensure that the current systems are the best fit for the Trust
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<b>Freedom to Act</b>
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Guided by legislation, HTM's, codes of practice, and estates and corporate policies. Lead specialist in Estates CAFM & IT systems.
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<b>Mental, Physical, and Emotional Effort</b>
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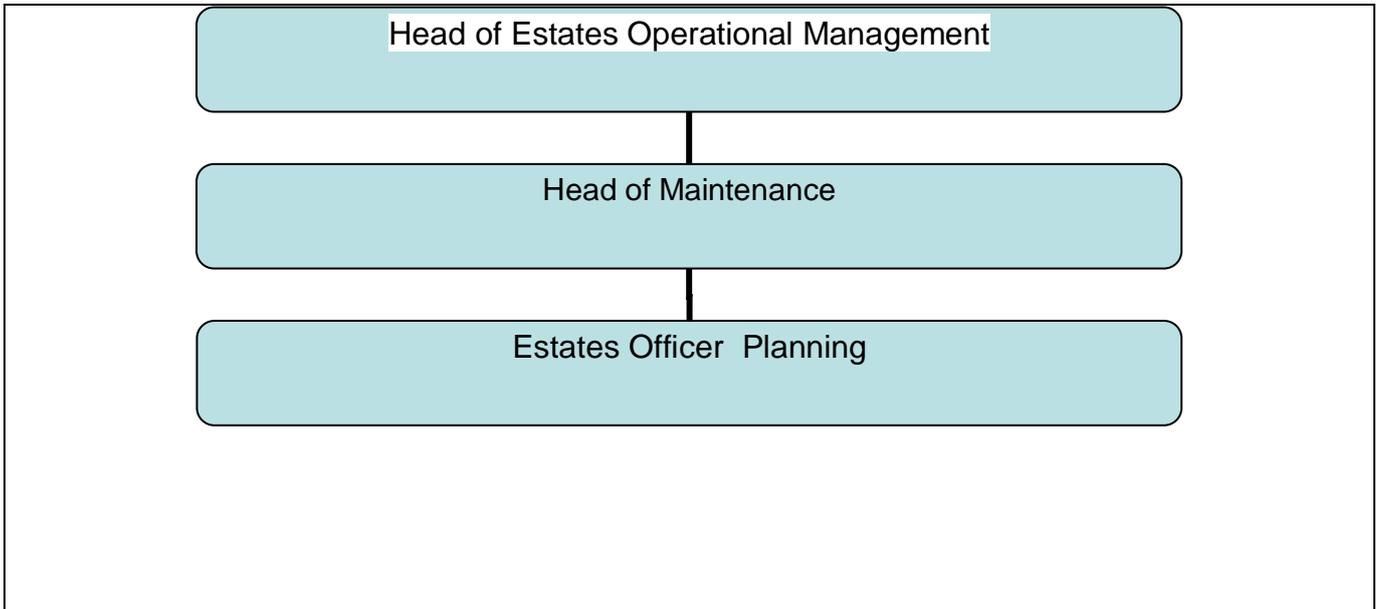
Sat at a desk for most of the shift.  Frequent concentration required during the shift with interruptions to deal with enquires from staff and colleagues.  Dealing with staff issues. Incidental contact with patients
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<b>Any Other Specific Tasks Required</b>
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To participate in an out of hours Estates On-Call rota if required
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<b>Organisational Structure of Department</b>
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### **Transforming our Hospital Services in Dorset**

This is a very exciting time to join our hospitals in Dorset. We are in line to receive a significant national investment of £201 million to help transform our services and redevelop Poole Hospital and the Royal Bournemouth and Christchurch Hospitals, now merged as University Hospitals Dorset. We have been able to access these national funds because we have such a good plan in Dorset.

Our vision is to join up our services so they can be delivered in a more integrated way. We have a great opportunity together to improve outcomes for patients, make better use of all our resources, and ensure our services can be provided on a sustainable basis.

For developing our workforce, the aim is to establish modern, well-equipped centres of excellence with sustainable roles for staff, standardisation of education and training so that we can attract and retain skilled clinical and non-clinical staff to Dorset. This is a great opportunity for you to be part of the transformation change activity taking place following the merger of two hospital trusts to form University Hospitals Dorset NHS Foundation Trust last October.

### **Partnership with Bournemouth University**

We are proud to be affiliated with Bournemouth University, and working closely in partnership with them, this provides us with the opportunity for establishing joint posts, shared learning and training, sharing facilities, and joint project work.

### **CONDITIONS OF SERVICE**

As laid down by the University Hospitals Dorset NHS Foundation Trust.

### **Smoking**

The Trust has a responsibility to provide a safe and healthy environment for everyone who is working, visiting or living on hospital premises. Smoking is NOT allowed on site except for within the designated smoking areas and shelters for staff and patients.

The Trust will not tolerate smoking in undesignated areas and there is a zero tolerance approach to all staff who continue to do so. We will continue to provide support to staff, patients and visitors who want to give up smoking.

In the interests of promoting responsible healthcare all staff should refrain from smoking when off-site in uniform or wearing an identifying NHS badge in any public place.

### **Data Protection**

All staff are required to comply with the Data Protection Act and the Trust's Data Protection Policy. Staff are responsible for ensuring that any personal data which they hold is kept securely; that personal information is not disclosed either orally or in writing to any unauthorised third party; that personal data is only accessed where there is a legitimate business need and only where such processing is consistent with the purposes for which the data was collected.

### **Equality and Diversity**

The Trust is positively committed to the promotion and management of diversity and equality of opportunity. Equality and diversity is related to the actions and responsibilities of everyone – users of services including patients, clients and carers; work colleagues; employees; people in other organisations; the public in general.

All employees have a responsibility to ensure that they act in ways that support equality and value diversity and must comply with the responsibilities placed upon them by employment legislation and the equality duties.

### **Health and Safety at Work**

Everybody within the Trust has a legal responsibility for the health, safety and welfare of themselves and others at work. These duties are set out within the Health and Safety at Work etc. Act (HASAWA) 1974, the Management of Health and Safety at Work Regulations (MHSAWR) 1999, and in other relevant regulations and guidance notes.

#### ***All Staff***

In accordance with HASAWA and the Trust Health & Safety policy, all staff have legal responsibilities;

- to take reasonable care for themselves and others that may be affected by their acts/ omissions
- to co-operate with their manager/ supervisor to enable them to carry out their legal duties e.g.
  - shall report all hazards and defects to their line manager/ supervisor
  - shall report all accidents, incidents, near-miss events to their manager/ supervisor and via an adverse incident report (AIR) form (Trust policy)
- to use all work equipment, materials and substances in accordance with any training and instruction provided (e.g. medical devices, chemicals, mechanical aids, machinery, plants, vehicles, and personal protective equipment)
- to ensure they attend all annual mandatory training and attend health and safety training as required for the post.
- to comply with trust and department health, safety & risk policies and procedures
- not to interfere with or misuse anything provided to secure health and safety .e.g. wedge fire doors open, remove first aid equipment, break locks off systems

#### ***All Managers/ Heads of Department and Clinical Leaders***

In accordance with the Trust's Risk Assessment policy and Risk management strategy, all managers/heads of department and Clinical Leaders are responsible for ensuring that they and their staff, comply with all Trust and department health and safety policies and procedures.

### **Safeguarding**

The University Hospitals Dorset NHS Foundation Trust is fully committed to safeguarding the welfare of all children and young people, and vulnerable adults by taking all reasonable steps to protect them from harm. All staff will receive appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out.

### **Infection prevention and control**

The prevention and appropriate management of infection is of paramount importance in the quality and safety of the care of patients, and to the safety of visitors and members of staff. It is the responsibility of all staff to be aware of, assess and minimise these risks and comply fully with Infection Prevention and Control Policies.

The Health Act 2008 establishes a Code of Practice for the Prevention and Control of Health Care Associated Infections. It sets out criteria by which NHS managers ensure that patients are cared for in a clean environment, with a safe water supply, where the risk of Healthcare Associated Infections (HCAI) is kept as low as possible.

**Managers, Heads of departments and Clinical Leaders** are responsible for ensuring that:

- The necessary equipment and mechanisms are in place to support infection prevention
- health care workers are free of and are protected from exposure to communicable infections during the course of their work, and that all staff are suitably educated in the prevention and control of HCAI

### **Carbon sustainability**

The Trust is committed to continual improvement in minimising the impact of its activities on the environment and expects all members of staff to play their part in achieving this goal and in particular to work towards a 28% reduction in carbon emissions by the end of 2020/21 (based on a 2013 baseline).

### **DBS/Disclosure and Barring Service (CRB)**

As part of our recruitment procedure this post will be subject to a Criminal Record Disclosure. A Disclosure is a document containing information held by the police and government departments. Disclosures provide details of a person's criminal record including convictions, cautions, reprimands and warnings held on the Police National Computer. Where the position involves working with children, Disclosures will also contain details from lists held by the Department of Health and Social Care and the Department for Education and Skills (DfE) of those considered unsuitable for this type of work.

**This post is subject to the policies, procedures and rules approved by the Trust and as varied from time to time. All staff are required to familiarise themselves with, and comply with the Trust's policies, procedures, rules or statements of practice. These can be accessed through the Intranet, your Department Manager, or through Human Resources.**

### **Job Description Agreement**

All job descriptions which are developed for job matching purposes must be signed by both the line manager and the staff member and the effective date of when the role changed entered. Please see re-grading and job evaluation policy.

Any job descriptions amended or updated through the results of a personal review should also be signed and dated by both the line manager and staff member and a copy retained on the personal file.

Signed..... Date.....Manager

Signed.....Date.....Employee

**Review of this Job Description**

This job description is intended as an outline indicator of general areas of activity and will be amended in the light of changing service needs. This job description will be reviewed in conjunction with the post holder on an annual basis at appraisal.

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