

## Job Description

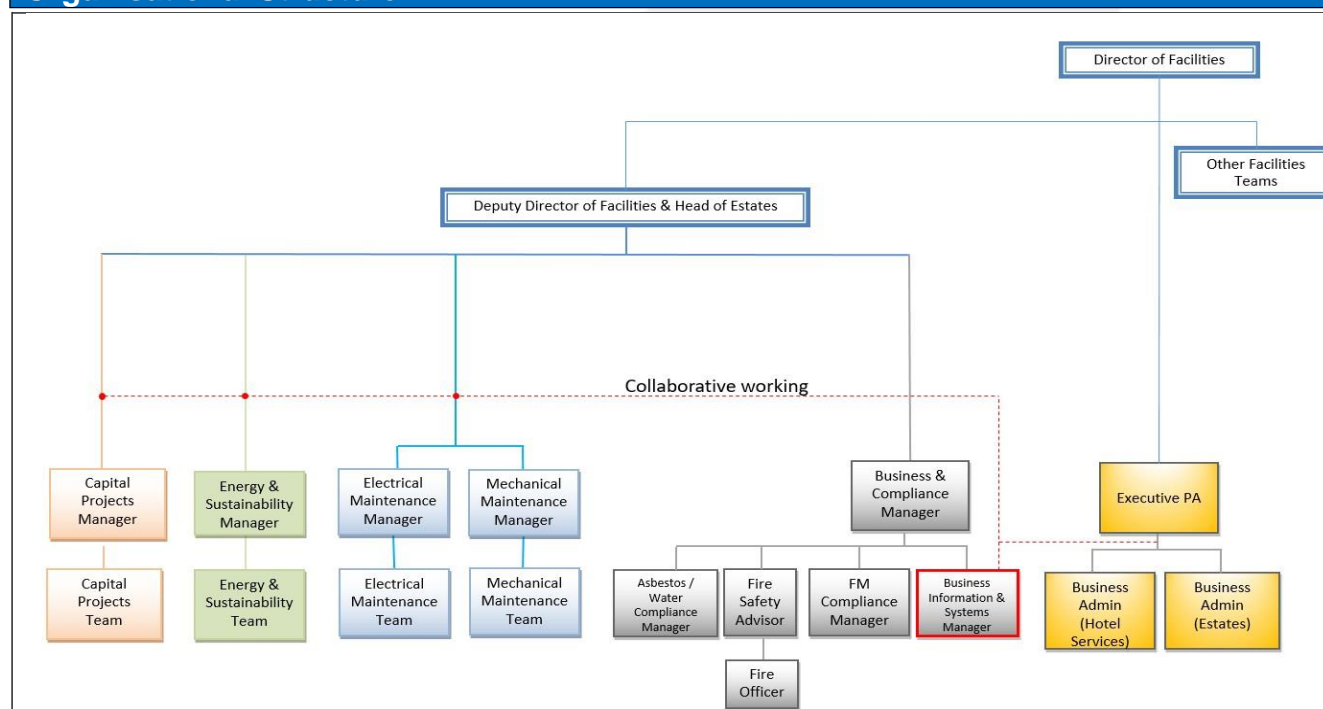
<b>Post</b>	Estates support worker Higher level (Building Fabric Team)
<b>Band</b>	Band 3
<b>Department</b>	Estates
<b>Responsible to</b>	Minor works/Front of house Engineering Manager
<b>Professionally Accountable to</b>	N/A
<b>Date written</b>	04/03/2022
<b>Written by</b>	Mechanical Maintenance manager

## Job Summary

The Maintenance Minor Works Building Craftsperson role is critical to the Estates Department's maintenance support service and is demanding and varied as it covers a range of services. The role offers a significant opportunity to contribute to the smooth functioning and maintenance of a range of engineering and building services in the Trust's clinical and non-clinical facilities.

Operating in the role you will receive your work on a handheld device from the Estates and Facilities Helpdesk. You will be expected to prioritise your daily workload ensuring you complete the tasks in the given priority. The role will predominately include undertaking statutory and non-statutory planned preventative maintenance (with correct training). The post holder will undertake multi-skilled works to all Trust properties including working at heights and in adverse weather conditions, within your own competencies. You will be expected to demonstrate a flexible and conscientious approach to working with the wider Estates team.

## Organisational Structure



Compassion



Accountability



Respect



Integrity



Courage

## Main Duties and Responsibilities

- Must be able to communicate with colleagues, patients, and contractors to ensure that effective, compliant maintenance and repair delivery meets stakeholder expectations.
- Must be able to work autonomously within all areas of the Trust maintaining confidentiality and upholding safeguarding principles as defined by Trust policies and procedures
- Must be able to support the wider Estates team in cohesive repair of Estate assets as required which will require a dynamic approach to ensure on time delivery.
- To work in accordance with the requirements of HTM's, Fire code, health and safety regulations/guidelines and Trust's health and safety policies.
- To be prepared to work in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.
- To actively participate in the operation and control of engineering planned maintenance schemes.
- To help maintain and operate the Estates central stores. Order parts as instructed and receive and catalogue items as instructed
- Actively participate in the operation of the Trusts current work management control scheme by working within the scheme including completion of all paperwork/IT required by the scheme. (Including completion of all job tickets, risk assessments, daily work sheets and weekly/monthly timesheets).
- Work overtime to carry out emergency repairs as required by management.
- During normal working hours and emergency cover on site, carry Trust communication devices (Telephones, Pagers and/or Two-way radios) to facilitate immediate response to emergencies.
- Undertake essential repair works and general maintenance activities at the request of Trust maintenance management team.
- Undertake surveys and maintenance around the Trust Estate and grounds/gardens following suitable instruction and training
- To liaise with the Trust maintenance management team regarding services, plant and equipment failures.
- Undertake simple fault-finding on all Building Services Systems and Equipment.
- To understand schematic and as fitted engineering drawings.
- Carryout installation, maintenance and repair to Trust Assets, within the building fabric discipline.
- Complete all report sheets as necessary.
- Hold a current Driving License for travel, as necessary on Trust business
- Understand and conform to all current Health & Safety legislation and attend training as instructed.
- Be available to work additional hours as may be required.
- Be prepared to provide out of hours call out cover on a Rota basis.
- Any additional duties as specified by Estates Maintenance Manager.
- Positive attitude towards change and caring personality with the ability to communicate with hospital staff at all levels.
- This job description lists the main duties but is not exhaustive and will be regularly reviewed with the post holder.
- Provide support to Estates Managers and Supervisors in covering periods of unavailability to ensure consistent Estates service delivery

### Statutory and Miscellaneous

- This post involves access to patients and their data include children and/or adults at risk, as defined by the Disclosure and Barring Service (DBS). It will therefore be necessary for the post holder to apply for and be in receipt of a satisfactory **Standard DBS check**.  
**(This statement relates to patient facing but non clinical roles)**
- The Trust requires all new starters to subscribe to the DBS update service, where it is a requirement of the role.
- Be responsible for maintaining own vaccinations that are applicable to the role.
- Safeguard patient at confidentiality all times, including adherence to the Data Protection Act.
- Attend statutory and mandatory training and refresher courses as necessary.
- This post is subject to the terms and conditions of employment of Northampton General Hospital NHS Trust.
- Be aware of the responsibilities of all employees to maintain a safe and healthy environment for patients, visitors, and staff.
- Ensure that all duties are carried out to the highest possible standard, and in accordance with current quality initiative within the area of work and the Trust's Equality, Diversity, and Inclusion Strategy.
- Have a commitment to identifying and minimising risk, report all incidents and report to the manager any risks which need to be assessed.
- Any other duties commensurate with the grade and in line with the requirements of the post.
- This job description reflects the present requirements of the post, and it does not form part of the contract of employment. If the duties of the post change and develop the job description will be reviewed and will be subject to amendment, in consultation with the post holder. Appropriate notice of such changes will be given

### Confidentiality, Data Protection and Data Quality

General Data Protection Regulation (GDPR) safeguards the handling of information held in both electronic and manual filing systems and it is the duty of all staff employed by the Trust to:

- Uphold its principles; and
- Adhere to Trust policies and to always maintain strict confidentiality.

It is a requirement of employment with the Trust that you must comply with the obligation of confidentiality in line with our Staff privacy Fair Processing Notice, Patient Privacy Notice and Information Governance policies and procedures.

All staff have a responsibility to ensure that personal data is accurate, held securely and consent is gained, where appropriate.

### Safeguarding Children and Adults at Risk

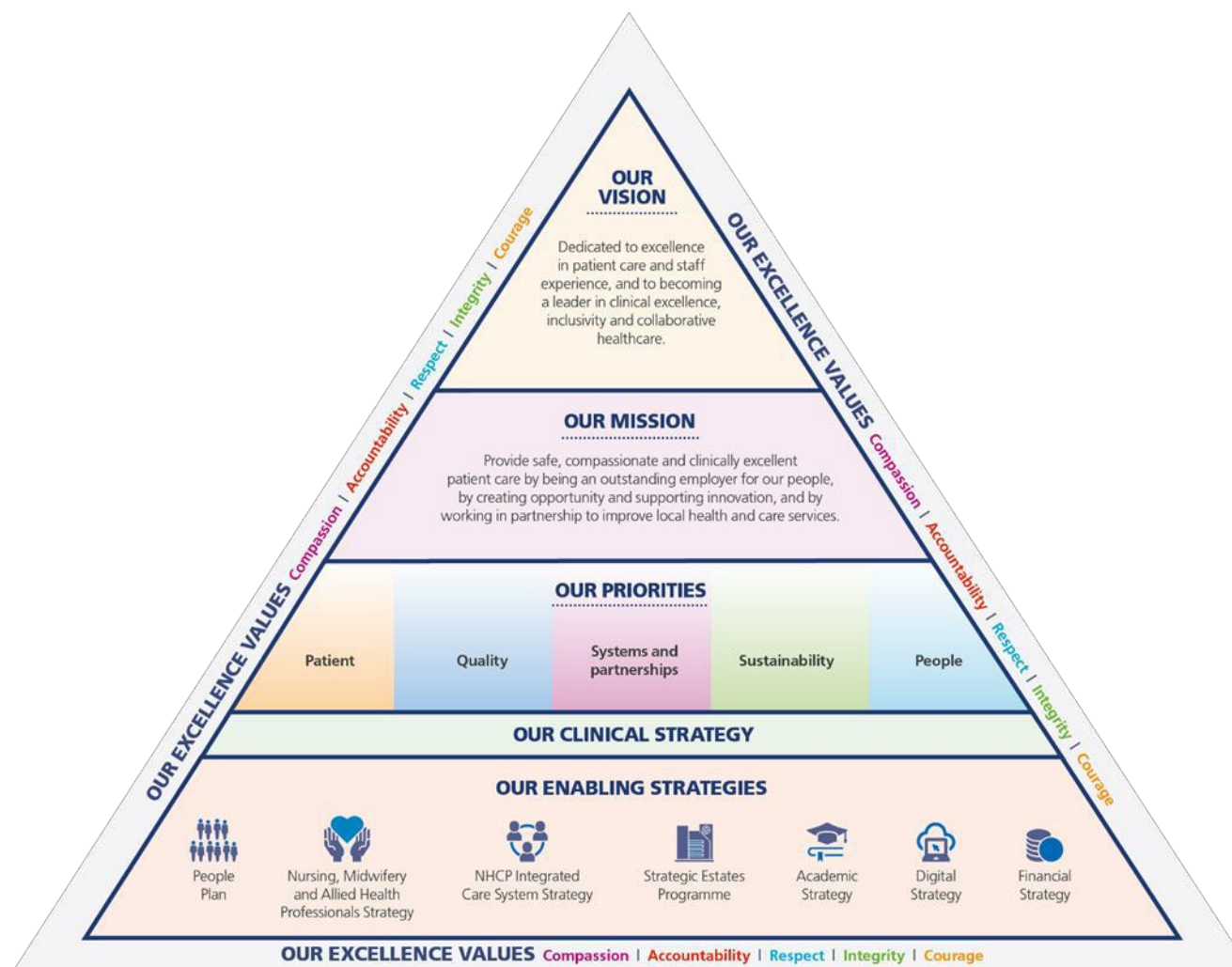
We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. You will be responsible for safeguarding the interests of children and adults who you come into contact with during your work. To fulfil these duties, you will be required to attend training and development to recognise the signs and symptoms of abuse or individuals at risk, to follow local and national policy relating to safeguarding practice and to report and act on concerns you may have appropriately.

## **Our Vision and Values**

Northampton General Hospital NHS Trust and Kettering General Hospital NHS Foundation Trust are both part of the University Hospitals of Northamptonshire Group. Both hospitals are separate hospitals/employers with hospital board and leadership. We share a group executive team, leading on a shared vision, mission, priorities, strategies and Dedicated to Excellence Values.

Please visit the following websites for more information:

- [Northampton General Hospital NHS Trust](#)
- [Best of Both Worlds Northamptonshire](#)
- [University Hospitals Northamptonshire NHS Group](#)
- [Kettering General Hospital](#)



## Our Excellence Values



Compassion



Accountability



Respect

We care about our patients and each other. We consistently show kindness and empathy and take the time to imagine ourselves in other peoples shoes.

We take responsibility for our decisions, our actions and our behaviours. We do what we say we will do, when we say we will do it. We acknowledge our mistakes and we learn from them.

We value each other, embrace diversity and make sure everyone feels included. We take the time to listen to, appreciate and understand the thoughts beliefs and feelings of others.



Integrity



Courage

We are consistently open, honest and trustworthy. We can be relied upon, we stand by our values and we always strive to do the right thing.

We dare to take on difficult challenges and try out new thinks. We find the strength to speak up when it matters and we see potential failure as an opportunity to learn and improve.

Shortlisting Criteria	Essential	Desirable
<b>Educations, Training and Qualifications</b>		
Experience in Mechanical or Electrical disciplines	X	
Practical maintenance experience in similar role	X	
Training and experience in the use of powered machinery		X
Training and experience of stock control systems		X
<b>Knowledge and Experience</b>		
Knowledge of building principles and maintenance procedures	X	
Previous experience in similar role within acute NHS environment	X	
Experience of autonomous working in public facing environments	X	
Good knowledge and understanding of hand and power tools with ability to demonstrate safe working procedures	X	
Have an understanding of current Health & Safety and Estates related legislation and compliance in a healthcare environment.		X
Effective communication and customer focused skills.	X	

<b>Skills</b>		
Organisational and analytical skill set	X	
IT literate		X
Make decisions/judgements involving complex facts or situation where expertise in the field is required	X	
Good problem-solving skills	X	
The ability to remain calm and confident in potentially confrontational environments.	X	
<b>Key Competencies/Personal Qualities and Attributes</b>		
Confident, proactive, innovative	X	
Committed to continuous improvement	X	
Strong communicator	X	
Takes ownership of issues	X	
Professional approach with the ability to recognise the attention to detail required to deliver a customer centered service	X	
Proactive, responsive, innovative, energetic and enthusiastic	X	
Positive attitude towards change	X	
Able to work constructively within a team and be a strong team player	X	

