

Job description and person specification

Job title: Estates Craftsperson (Electrical)

Band: Band 4 + RRP (£4000)

Accountable to: Associate Director of Estates and Facilities

Responsible to: Estate Operations Maintenance Manager

Thank you for considering a role at the [West Suffolk NHS Foundation Trust](#)

First for our patients, staff, and the future



Our **patients** are at the centre of everything we do. The quality of care that we provide is our driving force. We strive to deliver the best patient outcomes and experience in the most appropriate setting available. We are committed to joining up services locally, collaborating with our partners and supporting our staff to make continuous improvements – no matter how big or small – that challenge us all to raise our standards.

We believe our **staff** must take good care of each other, so together we can take good care of our patients. We aim to build a fair, open, and learning culture that is inclusive and supports all staff to develop their careers. We want to be recognised as a great place to work.

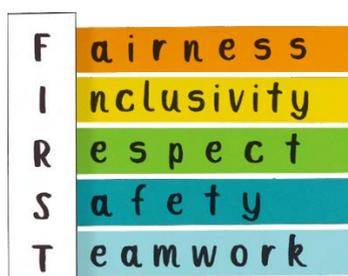
Advancing our digital and technological capabilities to better support the health and wellbeing of our communities is vital. We want to be at the forefront of these changes and have an opportunity to progress this through the planning of a new healthcare facility. Together with patients, public and staff, we will shape health and care services that are fit for current and **future** needs, helping people to stay well and get well.

Our values

We believe that how we do things is just as important as what we do.

Our Trust values of fairness, inclusivity, respect, safety, and teamwork (FIRST) are the guiding principles and behaviours expected of our staff and which run through our organisation.

We use them to improve the services we provide to our community and the way that we work as a team and with our partners. As a member of our team, you will need to live these values, placing them at the heart of everything you do.



[You can find out more about our vision and values by reading our five-year strategy **First for patients, staff, and the future** here.](#)

Job summary:

The Estates department are responsible for ensuring the safety and continuity of the Engineering and building infrastructure across all West Suffolk NHS Foundation Trust owned sites. The Estates Craftsperson will form a core part of this service delivering engineering knowledge and skills to ensure plant and systems are maintained and operated to the highest possible quality.

Job responsibilities:

Key Tasks & Responsibilities:

- To undertake fault diagnosis on electrical services and fault rectification, maintenance, and electrical installation work across the Trust.
- To undertake departmental projects as identified by the Estates Manager, Estates Officers and or Team Leaders.
- To undertake the duties of a Competent Person (CP) for specific engineering disciplines as required to do so by the Estates Managers.
- The post holder will report to the Estates Team Leaders on a daily basis.

1. Communication:

- At all times to carry Trust communication devices (Pagers, Two-way radios and mobile phones) to facilitate immediate response to emergencies.
- To liaise with team Leader regarding plant equipment failures and to request the supply of goods and/or services as necessary.
- To liaise with departments to agree access to undertake works.

2. Analytical and judgemental:

- Undertake on-call duties as part of the on-call team to ensure that emergency repairs occurring out of normal hours are attended to, including basic requirements of other trades.
- Will be required to work one weekend day per month to conduct PPM/Reactive tasks and receive a day in lieu the following working week.
- To work in accordance with the requirements of HTM06. The Electrical Safety Code for Low Voltage Systems (LV) for the Trust.
- Immediately notifies the Team leader of any deviation from the regulations.
- To actively participate in the operation and control of engineering planned maintenance schemes.
- Work overtime to carry out emergency repairs as required by management.
- Undertake fault finding on complex LV networks, critical systems and equipment, and being able to carry out detailed examination to gain a solution.
- Undertake minor repair works and general maintenance activities as directed by team leader.

- Carry out planned preventative maintenance inspections and commissioning tests in accordance with Trust procedures.
- Complete all report sheets and test certificates as necessary.
- Responsible for undertaking portable electrical equipment and fixed testing and general inspections.
- To follow planned maintenance schedules.
- Undertake electrical testing and monitor results to ensure compliance with the latest edition of the Wiring Regulations BS7671. Requesting remedial works or emergency isolations as and when required.
- Responsible for undertaking Electrical installations in accordance with the latest edition of the Wiring Regulations BS7671.
- Interprets and follows the regulations at all times.
- Follows detailed engineering drawings and specifications.
- Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works.
- Undertakes inspection and commissioning tests for the installation and issues the appropriate completion certificates.
- To carry out electrical duties as required by the Trust, including work on 415v 3Ph, 220v, 24v and 12v supplies.
- Responsible for finishing own work and that of others when necessary, including filling, making good and painting.
- To use workshop machinery to its fullest potential including pedestal drill, grinder, test rig, soldering station.
- To utilise hand tools to a good standard to enable fulfilment of duties.
- To be responsible for the replacement of electrical components on hospital systems.
- To have a basic understanding of mechanical heating, hot water and ventilation systems and be able to carry out fault finding and repairs accordingly.
- Must be prepared to work outside normal working hours as and when required to do so to meet the demands of the service.

3. Planning and organisational Skills:

- To order via stores all materials needed for the task.
- To be conversant and qualified to use and maintain all relevant hand and power hand tools, and workshop equipment in a safe effective manner. Be capable of carrying out a good standard of workmanship in all duties as directed by the team leader or works superintendent.
- To request assistance from team leader where task exceeds loan worker capabilities.

4. Governance:

- Compliance with all current standards and statutory regulations including the Health & Safety at Work Act 1974, IEE Wiring Regulations, Electrical Testing and Inspection Regulations, HTM, etc.
- Understanding of COSHH with relevance to all estate's trades & maintenance duties
- To conform to the Trust Major Incident Procedure

5. Information Resources:

- Actively participate in the operation of the Estates labour control scheme by working within the scheme including completion of all paperwork required of the scheme. (Including completion of all job docket and timesheets)
- To participate in regular team briefings

- To participate in the trust Appraisal system and Personal Development planning
- Any other duties as delegated by the Estates Manager or his delegated Estates Officers which is commensurate with the grade and post.

6. Research & Development:

- To undertake training as required to enable postholder to carry out the services to provide efficient running of the department and to obtain new skills/techniques.
- To attend mandatory and other appropriate training and development courses as identified.
- To provide training, technical advice and support to Trainees and Maintenance Assistants

Person specification

Requirements	Essential	Desirable	Evidence
Education and qualifications	<ul style="list-style-type: none"> Recognised Trade Apprenticeship in Electrical discipline. A minimum qualification of City and Guilds in Electrical Engineering and/or NVQ Level 3 Electrical Installation + AM2 (or equivalent) Current IEE Wiring Regulations 	<ul style="list-style-type: none"> HNC Electrical Engineering HVAC qualification. 	Certification
Experience and knowledge	<ul style="list-style-type: none"> Completion of a structured training programme in Electrical Engineering To demonstrate relevant experience in an electrical & mechanical maintenance environment. 	<ul style="list-style-type: none"> Experience of working in an Acute Hospital environment 	Application/Interview
Skills and abilities	<ul style="list-style-type: none"> Good organisational skills and the ability to address and develop solutions to problems. Effective communication skills for effective working relationships throughout the organisation Ability to work on own initiative and as part of a team. Basic IT skills for material location in stores Knowledge of Electrical distribution, Standby Generators, Fire Alarm systems and Building Management systems Fully conversant with the Electricity at Work Regulations HSG 85. 	<ul style="list-style-type: none"> Knowledge of Electrical Safety Code for LV systems Knowledge of HTM 06 – Low Voltage systems An understanding of Mechanical heating, ventilation and hot water systems 	Application/Interview
Personal qualities	<ul style="list-style-type: none"> Ability to cope with demanding and stressful scenarios. A dedicated and committed member of the team. Ability to cope with new and changing demands. 		Application/Interview

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| | <ul style="list-style-type: none">• Attention to detail.• Approachable and tactful• Flexible approach to working hours/duties
• Ability to understand and interpret engineering drawings.• Ability to work at height using access from ladders/scaffold and an ability to work in confined spaces.• Ability and willingness to undertake Emergency Situations repairs in hours and out of normal working hours.• Has the ability to travel, as will be required to work at other WSH sites.• Able to undertake all duties as detailed in the job description.• After suitable training may be required to participate in the Estates Dept on-call system | | |
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GENERAL NOTES

CHANGES TO JOB DESCRIPTION

The duties outlined above are subject to changes, after consultation with post holder, which meet the needs of the service as a result of the full implementation of the Trust Plans.

INFORMATION TECHNOLOGY

Staff are expected to develop the IT skills necessary to support the tasks included in their post. They will, therefore be required to undertake any necessary training to support this.

MAJOR INCIDENTS

The post holder is required to conform to the Trust's Policy, Strategy, Plans and Procedures for Business Continuity Incidents, Critical Incidents and Major Incidents (including for Security and Fire incidents), and is to contribute to the planning for such events. This is to apply to all Trust areas of responsibility, including the Community. Furthermore, the post holder is to attend mandatory training sessions and validation exercises as required.

HEALTH AND SAFETY

West Suffolk NHS Foundation Trust recognises the importance of having happy, healthy staff in order to deliver the outstanding care we are so proud of. The Trust offers a wide range of benefits to help staff maintain and improve their health and wellbeing. The post-holder will be expected to prioritise their own health and to make use of the facilities and services available to them. Every member of staff also has a responsibility to contribute to creating a happy, healthy work environment for others and to look out for colleagues' health and wellbeing.

QUALITY IMPROVEMENT

Continuous quality improvement is a core responsibility for everyone. Every member of staff's work ultimately impacts upon the quality and safety of the care we provide. All staff are expected to participate in continuous quality improvement in their immediate work areas. Training and support is provided.

FREEDOM TO SPEAK UP / TO IMPROVE

It is the pledge of the West Suffolk NHS Foundation Trust to never walk by an opportunity to make things better for staff, patients and relatives. It is the responsibility of all staff to highlight any areas of concern.



CONFIDENTIALITY

In the course of their duties employees will have access to confidential material about patients and members of staff. On no account must information relating to patients/staff/individuals be accessed by **anyone** unless there is a legitimate reason, for example, medical staff in relation to direct patient care, investigation of a complaint. If there is any doubt as to the whether access is legitimate, advice must be sought from the Information Governance Team. Breach of this policy will be regarded as gross misconduct and could result in disciplinary action.

INFECTION CONTROL

It is the personal responsibility of the post holder to adhere to the Trust policies and procedures outlined in the Infection Control Manual and any other Infection Control policies, procedures and practices which may be required from time to time.

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.

EQUALITY, DIVERSITY AND INCLUSION

West Suffolk NHS Foundation Trust aims to ensure that no employee or job applicant receives less favourable treatment because of their age, disability, ethnicity, race, colour, nationality, ethnic or national origin or on the grounds of gender, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sexual orientation; or is disadvantaged by conditions or requirements which are not justified by the job to be done.

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.

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, up to date and appropriately filed.

FREEDOM OF INFORMATION

As an employee of the Trust, you are required to recognise a request from the public for information in accordance with the Trust's Freedom of Information Policy. All requests must be sent to the Information Governance Team.

INFORMATION ASSET OWNERS (IAO)

All Corporate Managers & Heads of Department are expected;

- To understand how information assets in their departments are used and for what purposes
- How information is created, amended or added to over time
- Who has access to the information and why
- Who the information is shared with and how
- Carry out any risk assessments regarding the safe handling of information
- Ensure that staff are aware of Information Governance policy regarding handling of information

More information is available from the Head of Information Governance.

CODES OF CONDUCT FOR NHS MANAGERS

Managers are required to carry out their duties in a manner which complies with the Codes of Conduct for NHS Managers Directions 2002.

STANDARDS OF BUSINESS CONDUCT & CONFLICT OF INTEREST

The NHS Code of Conduct and Standards of Business conduct for NHS Staff require all employees to declare all situations where you or a close relative or associate has a controlling interests in a business [such as a private company, public organisation or other NHS or voluntary organisation] or in any activity which may compete for any NHS contracts to supply goods or services to the Trust. All such interests must be declared in the register of interests either on appointment or when such interests are gained. All employees are required to ensure they understand and adhere to the Trust's governance policies, such as Standing Orders and Standing Financial Instructions.

FRAUD, BRIBERY AND CORRUPTION

The Trust has a zero-tolerance stance towards any acts of Fraud, Bribery and all staff should make themselves fully aware and understand the contents of the Trust's Fraud and Anti Bribery Policies. Any such activities will be subject to disciplinary and/or criminal action by the Trust.

STANDING FINANCIAL INSTRUCTIONS

All staff must comply with the Trust Standing Financial Instructions when committing the Trust to expenditure, including staff related costs.

SUSTAINABILITY

In supporting the Trust's policy on Carbon Reduction it is the responsibility of all staff to minimise the Trust's environmental impact by recycling wherever possible, switching off lights, computer monitors and equipment when not in use, minimising water usage and reporting faults promptly.

ACTIVE TRAVEL

The Trust supports the Cycle2Work scheme which helps an employee acquire a bike and safety accessories to the value of £1000, through their employer. An employee could make up to 42% savings on a brand new bike and safety accessories as they will not have to pay any tax on the benefit. There are 246 cycle storage spaces on the West Suffolk site.

See the travel pages on the intranet for further details.

NHS FOUNDATION TRUST

Employees of West Suffolk NHS Foundation Trust automatically become staff members of the Foundation Trust, unless they choose to opt out. On leaving the Trust, individuals automatically transfer to public membership, subject to their remaining in the catchment area, unless they request not to do so.

POLICIES AND PROCEDURES

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of the Trust, which the Trust may amend from time to time.

COMMUNITY STAFF

This also includes the policies and procedures that were in place for the community staff before they transferred into West Suffolk NHS Foundation Trust.

REVIEW & MONITORING

This policy and procedure will be reviewed and monitored annually by the Executive Director of Workforce and Communication in consultation with Trust Council

WEST SUFFOLK NHS FOUNDATION TRUST

TERMS AND CONDITIONS OF EMPLOYMENT

Band 4 Salary Scale:

Entry Level	£25,147 pa
Increment 1	£25,147 pa
Increment 2	£25,147 pa
Increment 3	£27,596 pa
Increment 4	£27,596 pa
Increment 5	£27,596 pa
Increment 6	£27,596 pa

Pro rata for part time

Until such time as local pay determination policies have been agreed by the Trust and implemented, the Trust will, in determining the salary, take due account of the pay rates for this post, in NHS employment and any changes to those rates which the Secretary of State for Health may authorise from time to time.

New entrants will normally enter the salary scale at the minimum of the scale.

HOURS OF DUTY: See NHS Jobs advert

ANNUAL LEAVE: 202.5 hours per annum plus public holidays (This is the annual leave entitlement for **full time employees who are working 37.5 hours per week, with minimum NHS Service** and will be pro rata for part time employees)

PENSION SCHEME: All staff are eligible to join the NHS Pension Scheme. Under the scheme, contributions are deducted at source from salary. Deductions will automatically be made for eligible employees unless they opt formally to withdraw from the scheme. In order to opt out, employees should contact the Pensions Administrator at NHS Shared Business Services on 0844 931 2005.

PERIOD OF NOTICE: Two months

TERMS AND CONDITIONS OF SERVICE: All terms and conditions of service are laid down by the West Suffolk NHS Foundation Trust, details of which can be seen in the HR Department.

PROTECTION OF CHILDREN AND VULNERABLE ADULTS: The Trust is committed to carefully screen all successful applicants who will work with children or vulnerable adults via the Disclosure and Barring Service (DBS police check). These applicants will be informed during the interview process of the screening procedure.

RETIREMENT POLICY: The Trust does not operate a compulsory retirement age for its employees and is committed to equal opportunities for all employees.

The Trust operates a flexible retirement policy and employees may voluntarily retire at a time of their choosing. Employees should inform their

Line Manager in writing of their intention to retire, giving contractual notice in accordance with their contract of employment.

Written notification should be given even if the employee intends to return to employment with the Trust after accessing their pension.

Employees should consider their pension provision and take independent financial advice before making any decision in relation to their retirement. Employees need to give the NHS Pensions Agency a minimum of five months notice of their intention to retire and access their pension.

LEASE CAR INFORMATION:

The Trust operates a Lease Car policy, dependent on department facility, for those staff required to travel on Trust business in excess of 3,500 miles per year. If your department offers a 'business only' car, this can be provided at no cost and alongside managers discretion, or you can select a vehicle of your choice if you wish to have private use, and the appropriate charge will be made. Mileage will be paid at the Agenda for Change standard rate whilst waiting for delivery of your vehicle and, if you choose not to have a Lease Car, your business miles will be reimbursed at the rate of 24 pence per mile.

SOCIAL AND GENERAL:

The West Suffolk Hospital has two shops on site. Reasonably priced meals and snacks are available in the staff restaurant, and Courtyard Café. The hospital is sited in landscaped grounds and adjoins Hardwick Heath.

There is a swimming pool available to all staff at a subsidised rate, at the Moreton Hall Health Club. For further details, please refer to the Intranet.

The Trust has partnered with Abbeycroft Leisure to fund all staff free access to Abbeycroft Leisure centre activities; including Abbeycroft@home (live online and on demand group exercise classes) group exercise classes, gym and swim sessions, courts and pitches.

Abbeycroft@home offers live classes streamed every day, whilst the on-demand library of sessions are available to watch whenever you want. Classes include Zumba, clubbercise, Les Mills and much more.

CHILDCARE:

The Trust has an on-site Nursery, 'Busy Bees', accepting children from three months to five years. Enquiries can be made to the Manager by email to westsuffolk@busybees.com.