

JOB DESCRIPTION

JOB TITLE:	Estates Officer - Mechanical Specialist Services
BAND:	Band 6
LOCATION:	Locality Based
ACCOUNTABLE TO:	Associate Director of Estates
LINE MANAGER:	Locality Estates Manager
KEY RELATIONSHIPS:	All staff within the Estates and Facilities Department, other Trust staff across all Directorates, external consultants, Local Authorities, contractors, agency staff and various third party organisations as required by the Department Work in Partnership with the Estates Officer Electrical and Estates Officer Specialist Services.
HOURS OF WORK:	This is a full-time post of 37.5 hours per week. The post holder may be required to work flexibly to meet the needs of the service. Participate in an Estates Managers on call system
JOB PURPOSE:	<p>The Estates Officer will be responsible for the safe compliant management of the Estates Team, ensuring the reliability of building maintenance, engineering infrastructure, systems and equipment. This will include the guidance and support to Estates colleagues to ensure statutory and mandatory compliance The Estates Department is a patient, visitor and staff driven department focused in delivering a range of engineering services in a professional, effective, consistent and friendly manner.</p> <p>Our key objectives are to provide staff, patients and visitors with safe, attractive and fully operational environments whilst ensuring the Trust has all the engineering support services required to sustain normal, healthcare operations and business continuity</p>

MAIN DUTIES AND RESPONSIBILITIES:

1. CLINICAL

- 1.1 Actively engage clinical and infection control teams to ensure the spirit and intent of standards and CQC's lines of enquiry are fully satisfied.
- 1.2 Maintain and respect patient confidentiality, privacy and dignity and equality and diversity at all times when carrying out your duties.

2. **MANAGERIAL**

- 2.1 The Estates Officer will be accountable to the Locality Estates Manager, for areas of responsibility including Legionella, water systems, decontamination and piped medical gases assuming responsibilities of the authorised person's role.
- 2.2 Manage the Permit to Work system employed across the Trust, used to ensure the appropriate control and management of in house staff and third parties on site.
- 2.3 Encourage and develop a culture to ensure the highest levels of compliance are demonstrated by the Estates Department.
- 2.4 Oversee safety and compliance for operational staff who install, service, test, diagnose and repair mechanical/electrical plant and equipment. (Participate where appropriate as required.)
- 2.5 Deal with complex situations as they arise and impart knowledge onto others to further their personal development.
- 2.6 Development and rollout procedures to ensure effective safe and efficient working practices within the Engineering team.
- 2.7 Work under pressure in order to meet tight deadlines.
- 2.8 Take responsibility for ensuring all staff are trained and developed with the appropriate skills in line with the knowledge/skills framework
- 2.9 *Ensure the safe efficient working of all mechanical plant running on all sites*
- 2.10 Provide training for the Estates team and Trust colleagues with respect to new guidance documents HTM's etc.
- 2.11 Provides coverage in the absence of other Estates managers and Estates Officers including cross Trust working as and when required
- 2.12 Be responsible for the management of all Specialism H&S and Compliance issues
- 2.13 Be responsible for management, organisation, coaching and mentoring of all staff
- 2.14 Ensure all policies are embedded and translated to the staff and monitored effectively.
- 2.15 Planning and organisation of straightforward and complex tasks such as statutory insurance inspections, both internal and external maintenance visits, and service shutdowns to critical life support systems, medical gas systems etc.

- 2.16 Ensure routine planned preventative maintenance (PPM) of plant and equipment is in place and carried out to industry standards and all associated paperwork kept up to date, including ordering spare parts as required.
- 2.17 Co-ordinate external contractors and specialist agencies on multi stranded projects in areas of compliance and H&S
- 2.18 Plan and where appropriate deliver specialist training programmes for all estates staff and trust colleagues.

3. **ADMINISTRATIVE**

- 3.1 Provide information for the preparation of regular reports, including facts and recommendations to the Locality Estates Manager on plant status, energy efficiency, emergency situations, personnel issues, service failures, labour performance, progress on specific schemes, financial matters and any other items/subjects as might be required.

4. **HUMAN RESOURCES/WORKFORCE**

- 4.1 Ensure all staff are compliant with Statutory and Mandatory training
- 4.2 Manage staff including:
 - Allocation of duties
 - Sickness/absence
 - Annual leave
 - Disciplinary and conduct issues.
- 4.3 Undertake training as and when required to obtain, maintain and develop skills and knowledge base.
- 4.4 Ensure annual appraisals are completed and personal development plans (PDR's) are developed and implemented and compliant to the agreed level.
- 4.5 Participate in ongoing learning and adapt to new techniques, embrace training and provide written and verbal instruction to staff and colleagues on all aspects or their work.
- 4.6 Possess sound engineering knowledge and an in-depth understand of the relevant HTM in the following:
 - Piped Medical Gas (Authorised Person)
 - L8 - Legionella (Authorised Person)
 - Natural Gas safe systems (Authorised Person)
 - Decontamination (Authorised Person)
 - Confined space (Competent Person)
 - Asbestos (Competent Person)
- 4.6 Train junior staff and act as a coach and mentor.

5. FINANCE/RESOURCES

- 5.1 Estimate quantities of materials as and when required.
- 5.2 Responsible for the installation, repair and maintenance of the engineering plant, physical assets and machinery throughout the Trust
- 5.3 Develop estimates for costed work and provides project plans for these associated works
- 5.4 Authorise payment to contractors and suppliers
- 5.5 Authorise direct labour costs in line with annual revenue budgets.
- 5.6 Scrutinise orders for suitability and value for money.

6. RESEARCH & DEVELOPMENT

- 6.1 Produce, Interpret, implement and audit Trust policies and operational procedural documents for the Engineering Services Participate in proposed changes for, governance and assurance programme to ensure full compliance.
- 6.2 Conduct surveys throughout the estate that may include roof spaces, hazardous areas, confined spaces, construction sites and building occupied by differing client groups within the Trust

7. POLICY & SERVICE DEVELOPMENT

- 7.1 Effectively demonstrate compliance within all aspects of the Trust's risk and safety and governance processes, complete and review risk assessments completed for all activities and projects in the specialism.
- 7.2 Comply within all aspects of the Trust's risk and safety and governance processes, ensuring that there are completed and reviewed risk assessments completed for all activities and projects in the specialism.
- 7.3 Take a personal responsibility and professional lead for Health and Safety, risk management and risk assessment processes.
- 7.4 Ensure the Trust's policies and procedures are adhered to at all times by Estates and contracted staff
- 7.5 Familiarise, update and comply with the policies, procedures and working documents of the Estates department and ensure all elements are complied with.
- 7.6 Provision of advice to users and internal clients within the Trust on any changes to statutory compliance, risk management and codes of practices

8. INFORMATION / DATA RESPONSIBILITIES

- 8.1 Make judgements involving an arrangement of facts or situations, which require the detailed analysis, interpretation and comparison of a range of options
- 8.2 Use computer software to create reports and documents; which included the management and storage/retrieval of information and records
- 8.3 Provide information for monthly reports on key performance indicators.
- 8.4 Provide and receive complex information when meeting with the Trust Appointed Authorising Engineers and other officers of the Trust.
- 8.5 Use computer software to develop or create engineering inspection reports, documents, drawings etc.
- 8.6 Communicate instructions and direction effectively and mentor and guide junior staff to support their personal development
- 8.7 Work from technical specifications and drawings associated with building services plant and equipment
- 8.8 Undertake maintenance planning for the staff within the team
- 8.9 Interpret and work from instruction, drawings and specifications, drawings and specifications without supervision.
- 8.10 Proactively propose changes and enhance procedures. Advise department managers of improvements to working practices to extend the life of equipment and ensure its continued correct functionality.
- 8.11 Carryout complicated analysis of test results to ascertain if the equipment meets the operating parameters during annual revalidations.

9. PROFESSIONAL RESPONSIBILITIES

- 9.1 The post holder will undertake the responsibility of Authorised Person roles for as designated area of expertise as defined in HTM's and the entire range of building, electrical mechanical maintenance and will Have an in depth knowledge of and work to Health Technical Memorandum HTM00 Healthcare Engineering, HTM01 Decontamination of Flexible endoscopes, HTM 02 Medical Gas Pipelines, HTM 04 Safe Water in Healthcare Premises
- 9.2 When on call will have delegated responsibility for all Trust engineering assets and financial allocation
- 9.3 Works with highly complex mechanical/electrical building services plant and equipment located in NHS buildings.

- 9.4 Acts as an Authorised Person in accordance with Health Technical Memorandums. These duties involve seeking sign off for permission to isolate services from clinical staff (explaining the complexity of engineering systems), proving systems are safe to work on and testing prior to their reinstatement.
- 9.5 Acts as the Authorised Person outside of normal working hours taking full responsibility for the engineering service they are authorised for. The Authorised Person instructions and decisions are considered final whilst on duty.
- 9.6 Be responsible for the implementation of a realistic reviewed and updated planned preventive maintenance system (including condition based monitoring).
- 9.7 Be responsible for a system to identify and respond to all and any emergency situation that affects the operation of engineering services.
- 9.8 Be responsible for the implementation of working practices to ensure the achievement of safe and efficient operation and maintenance of the services.
- 9.9 Deputise for the Locality Estates Manager in their absence.

10. **GENERAL**

- 10.1 The port holder will be responsible for producing an on call rota and ensuring it is sufficiently staffed.
- 10.2 The post holder will be required to work reasonable additional hours and take part in an Estates Managers on-call rota and respond to any call received calling on-call trade's staff and contractors as required.

11. **ENVIRONMENTAL**

- 11.1 The post holder will be required to undertake frequent periods of concentration and deal with unpredictable working patterns
- 11.2 The Post holder will frequently come in to indirect contact with Patients who are terminally ill or have acute mental health problems.
- 11.3 The post holder will occasionally have to work in highly unpleasant working conditions i.e. sewerage blockages.
- 11.4 The post holder will be responsible for a technical specialism that that will require travel around sites in Dorset on a daily basis and occasionally beyond.

TERMS AND CONDITIONS OF SERVICE

1. Dorset HealthCare has a range of clinical, operational, financial, health & safety, risk management, human resource, equality & diversity and other policies, procedures and guidance, copies of which can be found on the Trust Intranet or obtained from the line manager or Human Resources Department. The post holder is expected to be aware of all policies, procedures and guidance which applies to them and to observe their provisions at all times.
2. Employment in this post is subject to a Disclosure & Barring Service criminal records Disclosure. The post holder may be required to undertake a Disclosure application at any time during employment.
3. Staff are not permitted to smoke on Dorset HealthCare premises, either inside or outside, or inside Trust vehicles.
4. Staff are expected to undertake all mandatory training and refresher training appropriate to their role. This may include preventative management of violence and aggression (PMVA) and/or breakaway techniques, and cardio-pulmonary resuscitation (CPR). If in doubt as to which mandatory training applies to this post, advice should be sought from the line manager.
5. All staff who are required to handle food and drink other than for their own consumption must comply with the Food Safety and Hygiene (England) Regulations 2013.
6. Dorset HealthCare is committed to promoting the welfare of children and vulnerable adults. Staff are expected to be aware of, and comply, with their roles and responsibilities in relation to safeguarding vulnerable groups.
7. Staff are expected to observe the highest standards of care and conduct and to engage constructively with managers, colleagues, patients/service users/carers and others in the course of their duties.

CORE ATTRIBUTES AND BEHAVIOURS

Staff are expected to adhere to and demonstrate Dorset HealthCare's Core values and behaviours at all times.

Values

Our values underpin all that we do and provide a sense of direction to people, teams and the Trust overall.

1. **Respect and dignity**
We value each person as an individual, respect their aspirations and commitments in life, and seek to understand their priorities, needs, abilities and limits. We take what others have to say seriously. We are honest about our point of view and what we can and cannot do.
2. **Commitment to quality of care**
We earn the trust placed in us by insisting on quality and striving to get the basics right every time: safety, confidentiality, professional and managerial integrity, accountability, dependable service and good communication. We welcome feedback, learn from our mistakes and build on our successes.

3. **Compassion and kindness**

We respond with humanity and kindness to each person's pain, distress, anxiety or need. We search for the things we can do, however small, to give comfort and relieve suffering. We find time for those we serve and work alongside. We do not wait to be asked, because we care.

4. **Improving lives**

We strive to improve health and wellbeing and people's experiences of the NHS. We value excellence and professionalism wherever we find it – in the everyday things that make people's lives better as much as in clinical practice, service improvements and innovation.

5. **Working together for patients**

We put patients first in everything we do, by reaching out to staff, patients, carers, families, communities, and professionals outside the NHS. We put the needs of patients and communities before organisational boundaries.

6. **Everyone counts**

We use our resources for the benefit of the whole community and make sure nobody is excluded or left behind. We accept that some people need more help, that difficult decisions have to be taken – and that when we waste resources we waste others' opportunities. We recognise that we all have a part to play in making ourselves and our communities healthier.

Behaviours

Our behaviours provide a guide to how we can bring our values to life and constantly remind us that how we do things is as important as what we do and achieve.

7. **Positive**

Embracing change and feedback, utilising constructive feedback to make improvements and promoting achievements of the Trust and others.

8. **Proactive**

Challenging unacceptable behaviour, showcasing learning and innovation, actively encouraging ideas and involvement from others.

9. **Supportive**

Being attentive, encouraging and helping others, giving and receiving feedback to enable people, teams and services to develop.

10. **Respectful**

Empowering people to voice their opinion, introducing yourself and ensuring language is professional and inclusive.

11. **Reliable and trustworthy**

Being open and transparent, acknowledging errors, being honest about limitations and not over-promising.

CHANGES

This document represents a description of the job, and the skills, knowledge, experience and attributes required, at the date of issue.

Dorset HealthCare will periodically review this job description and person specification to ensure that it continues to meet service needs and will involve the post holder/s in the review process with the aim of reaching agreement on any reasonable changes which may be required. In the event that agreement is not achieved, Dorset HealthCare reserves the right to insist on reasonable changes following consultation with the post holder.

PERSON SPECIFICATION

Estates Officer - Mechanical Specialist Services, Band 6

1. Knowledge, skills and training		Essential	Desirable	Assessment method
1.1	Completed a relevant recognised engineering apprenticeship	Yes		certification
1.2	Knowledge gained through appropriate professional qualifications to degree level in Building Services Engineering or Mechanical Engineering and Estates management/Supervisory experience	Yes		certification
1.3	Authorised Person for Estates maintenance procedures	Yes		certification
2. Job specific experience		Essential	Desirable	Assessment method
2.1	Excellent written and verbal communication skills.	Yes		application form/references/interview
2.2	The ability to interpret and implement national and local policies relating to maintenance.	Yes		application form/references/interview
3. Managerial/supervisory experience		Essential	Desirable	Assessment method
3.1	Engineering experience in a maintenance or service healthcare environment.	Yes		application form/references/interview
3.2	Managing a team in a maintenance or service healthcare environment	Yes		application form/references/interview
4. Finance & Resources		Essential	Desirable	Assessment method
4.1	Ability to undertake maintenance planning, short term project planning, emergency, contingency planning for critical services.	Yes		application form/references/interview
5. Information Technology		Essential	Desirable	Assessment method
5.1	Basic IT skills, normally obtained through practice or practical training	Yes		application form/certification
5.2	Computer literate including the use of Microsoft Office applications.	Yes		application form/certification
5.3	Use of bespoke CAFM software for maintenance management and compliance reporting.		Yes	application form/certification
5.4	Use of CAD systems to maintain drawings		Yes	application form/certification

6. Personal qualities/attributes		Essential	Desirable	Assessment method
6.1	The ability to work to deadlines.	Yes		interview
6.2	Work as part of a team to deliver a high quality service	Yes		application form/references/ interview
7. Business travel		Essential	Desirable	Assessment method
7.1	Subject to the provisions of the Equality Act, able to travel using own vehicle on Trust business.	Level 1		
7.2	Full Driving Licence	Yes		
8. Additional requirements		Essential	Desirable	
8.1	Demonstrable skills in written and spoken English, adequate to enable the post holder to carry out the role effectively	Yes		

***Essential / desirable car user definitions**

Level 1 – (Essential) post holder is required to:

- travel an average of more than 3,500 miles a year;
- or travel an average of at least 1,250 miles a year; and necessarily use their car an average of 3 days a week; or spend an average of at least 50% of their time on such travel; including duties performed during the visits;
- or travel an average of at least 1,000 miles a year and spend an average of 4 days a week on such travel, including the duties performed during the visits.

Level 2 – (Essential) users who use their own vehicles for official journeys other than in the circumstances described under Level 1 above.

Level 3 (Desirable) non- car users who may exceptionally be required to travel on Trust business where such journeys could also be reasonably be made by public transport.