

**ANEURIN BEVAN UNIVERSITY HEALTH BOARD**

**JOB DESCRIPTION**

**JOB DETAILS:**

<b>Job Title:</b>	<b>Engineering Craftsperson – Electrical</b>
<b>Pay Band:</b>	<b>5</b>
<b>Hours of Work and Nature of Contract:</b>	<b>37.5 hours</b>
<b>Division/Directorate:</b>	<b>Facilities</b>
<b>Department:</b>	<b>Works &amp; Estates</b>
<b>Base:</b>	<b>Grange University Hospital</b>

**ORGANISATIONAL ARRANGEMENTS:**

<b>Managerially Accountable to:</b>	<b>Works Manager</b>
<b>Reports to:</b>	
<b>Professionally Responsible to:</b>	<b>Head of Works &amp; Estates</b>

## **JOB SUMMARY/JOB PURPOSE**

To install or construct various works on new and existing installations and carry out the relevant tests e.g. IEE regulation tests. To maintain and repair existing electrical installations e.g. switch gear, motors, lighting, power circuits, etc. to maintain and repair safety and warning systems e.g. emergency lighting and the correct charging of batteries.

To maintain, operate and repair electrical equipment and plant and services. To adhere to safety and statutory procedures and planned preventative maintenance schemes to ensure statutory compliance.

To carry out and record electrical testing procedures in accordance with the current IEE Wiring Regulations (17<sup>th</sup> Edition).

To install metal and plastic conduit and trunking systems. To install all wiring systems e.g. mineral insulated copper clad, FP2000, twin and earth, SWA etc, including all switch, control and protective equipment, luminaires and fittings.

To work as a team member with other staff in the Works & Estate department on co-ordinated projects and provide information and advise to other staff in reference to purchasing materials required for their daily tasks.

To occasionally instruct and assist contractors after completing the appropriate paperwork, when directed to do so.

To respond to requests for work from a variety of sources by pager, phone or in writing with the minimum of supervision.

To carry out maintenance in highly specialised areas of the hospital, e.g. operating theatres, day surgery, accident and emergency mortuary, whilst maintaining the agreed levels of confidentiality and dignity.

To respond to emergencies and job tasks on wards and departments via the help desk on a daily basis.

To analyse, fault find, problem solve and provide written information and reports which will later be used as a form of database.

To occasionally instruct and be responsible for maintenance assistants and apprentices.

## **DUTIES/RESPONSIBILITIES**

The crafts person must have served a recognised apprenticeship, completed a relevant NVQ 3 craft course, possess a sound knowledge of trade principles and practice, be competent to work safely and effectively on their own initiative to appropriate trade standards and possess an good understanding of other trades related to their own.

To perform as a multi skilled craftsperson and occasionally undertake limited tasks that fall within the level of competency associated with their trade.

To provide information to advise staff, responsible for other departments after identifying hazards or faults indicating a safe working procedure until problem is solved.

To plan one's own routine work on a day to day basis.

To provide weekly time sheets for the purposes of timekeeping and payment of salary.

To possess the required physical skills, after training, to operate tools and types of equipment associated with one's trade.

- Light hand tools
- Generator systems
- Portable Appliance Testing (PAT) testing equipment
- Electrical testing equipment
- Access platforms (Prefabricated Access Suppliers & Manufacturers Association [PASMA] - 5 year ongoing qualification)
- Portable scaffolds (Prefabricated Access Suppliers & Manufacturers Association [PASMA] - 5 year ongoing qualification)
- Disc cutter
- Core cutter
- Standard driving

To provide necessary physical requirements to move and lift objects (over 15 kilos) relevant to tasks on a daily basis.

To be able to move and climb all kinds of equipment associated with relevant task after training e.g. step ladders, mobile towers and ladders.

To frequently be able to walk long distances in order to repair and maintain the interior and exterior of the properties and its contents.

To be able to follow guidance documented within risk and the safe systems of work handbook to understand and implement the requirements of the documents after the appropriate training.

To frequently work in extreme and unpleasant conditions which may be of a hazardous nature, to deliver the service needs of the department and Health Board e.g.

- ❖ Working in extreme temperatures
- ❖ Working in high levels of dirt and dust
- ❖ Working with high levels of noise
- ❖ Working with chemicals
- ❖ Frequent exposure to bodily fluids and possible infections
- ❖ Occasional exposure to verbal aggression from the public
- ❖ Working in confined spaces

Ability to drive.

## **GENERAL**

Hours of work 37.5 hours per basic week.

Salary £.....

Recall to work extended/change of shift overtime work will sometimes be necessary in certain circumstances due to service needs. Shift work systems are subject to progressive review and will be modified/redesigned to provide a response the changing service delivery needs of the Health Board.

There will be a need to cover shifts at short notice or to cover periods of sickness and annual leave.

## **PERSON SPECIFICATION**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications and/or Knowledge</b>	Relevant NVQ Level 3 or served a recognised apprenticeship Construction & Industry Training Board (C.I.T.B.) Electrical appreciation and safety (applies to mechanical crafts persons) Prefabricated Access Suppliers & Manufacturers Association (PASMA) Regulation Training Provision & Use of Work Equipment Regulations (PUWER) Regulation Training Trained in Health & Safety awareness There will be a need to cover shifts at short notice or to cover periods of sickness and annual leave		Application form
<b>Experience</b>	Experience of general building construction Appropriate work experience	Hospital experience in a Works environment	Application form and interview
<b>Aptitude and Abilities Skills</b>	Customer care awareness Able to work as a team leader	Ability to undertake other duties within areas of competence	Interview
<b>Personal Qualities</b>	Good communicator Self motivated Customer focussed Ability to get on with people Hold a current driving licence	Own transport Self motivated Customer focussed Ability to get on with people	Application form and interview References

## **MANAGEMENT AND LEADERSHIP RESPONSIBILITIES** (Highlight if appropriate)

1. Have an understanding of the national perspective and future strategy for the NHS and related areas of health to ensure that staff in your team/s are fully aware of the implications and can contribute effectively to service improvement.
2. Develop and empower all members of your team to perform to high standards and innovate.
3. Ensure supportive staff management arrangements are in place and carry out personal development reviews for direct reports. Ensure all staff in your team/s have annual PDR's resulting in specific objectives and effective personal development plans in line with the Knowledge and Skills Outline Framework.
4. Develop staff knowledge and skills to promote equality and diversity and address inequalities both in employment and service delivery. Ensure specific equality objective are included in PDR's.
5. Develop a culture that ensure that the standards of Improving Working Lives and Investors in People are achieved and maintained for all staff and that staff's perception about their working lives are measured and improvements made.

To undertake other duties commensurate with this grade of post, in agreement with the relevant line manager.

To minimise the Health Board's environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Help to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Responsible for undertaking appraisal of identified staff, including identifying the learning and development needs of individuals in line with the Knowledge and Skills Outline Framework.

Responsible for leading in training and development of identified staff.

### **KEY RELATIONSHIPS**

- Estates and Facilities Senior Managers
- Operations Service Managers
- Nurse Managers
- Procurement Lead
- Infection Control Manager
- HR Business Partners
- Management Accountants
- Staff Side
- Communication Managers
- Department of Health
- CQC
- Local and National Environmental Stakeholders
- Interagency partners in the provision of care and services (HCC, Independent Contractors, Voluntary and Community Organisations)
- CCG Commissioners

### **PERFORMANCE MANAGEMENT**

All employees have a responsibility to participate in regular appraisal with their manager and to identify performance standards of the post. As part of the appraisal process every employee is responsible for participating in identifying their own training and development need to meet their KSF outline.

### **HEALTH & SAFETY AT WORK**

Attention is drawn to the responsibility of all employees to take reasonable care for the health and safety of themselves and other people who may be affected by their actions at work.

### **EQUAL OPPORTUNITIES**

Aneurin Bevan University Health Board is committed to being an equal opportunities employer and welcomes applicants from people irrespective of age, gender, race and disability.

### **SAFEGUARDING**

It is the responsibility of all staff to safeguard and protect children and adults at risk at all times and staff must report any concerns as per Safeguarding Children and Safeguarding Adults policies, which are available on the Health Board's intranet. Every member of staff must undertake regular mandatory safeguarding training at a level relevant to the role.

## **SMOKING**

The Health Board operates a No Smoking policy.

## **MOBILITY**

Whilst the post holder will be based at St. Cadoc's Hospital this is a Health Board wide appointment and travel around the Health Board may be required.

## **CONFIDENTIALITY**

Your attention is drawn to the confidential nature of information collected within the National Health Service. The unauthorised use or disclosures of patient or other personal information is regarded as gross misconduct and will be subject to the Health Board's Disciplinary Procedure and, in the case of both computerised and paper-based information, could result in a prosecution for an offence or action for civil damages under the Data protection Act 1998.

## **SUSTAINABILITY**

The Health Board attaches great importance to sustainability and Corporate Social Responsibility. It is therefore the responsibility of all members of staff to ensure that the Health Boards resources are used efficiently with minimum wastage throughout their daily activities.

## **DIGNITY IN CARE**

Aneurin Bevan University Health Board is committed to providing dignity in care for all our patients and service users across the Health Board.

All staff, workers, volunteers, students and individuals undertaking work experience/shadowing, irrespective of the role they specifically undertake, are required to adhere to Aneurin Bevan University Health Board's vision, values and professional standards. This also involves working with and alongside colleagues and partners, demonstrating a duty of candour (i.e. honesty and straightforwardness), openness and accountability in order to achieve high quality and the best possible care outcomes for our patients, service users and the local community.

## **INFECTION PREVENTION AND CONTROL**

The Health Board is committed to minimising any risks of healthcare associated infection to patients, visitors and staff. All employees must attend Infection Prevention and Control training as required for their post. Employees must be familiar with and comply with Infection Prevention and Control policies available on the Intranet.

## **JOB DESCRIPTION**

This job description will be subject to discussion and reviewed on an annual basis within the appraisal process.