

Person Specification

Job Title: E&F Compliance Officer

Attributes	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • HNC/HND in Electrical, Mechanical or Building Services • Bachelor's degree or equivalent level of experience 	<ul style="list-style-type: none"> • Health & Safety IOSH Certification • Asbestos Awareness certification
KNOWLEDGE	<ul style="list-style-type: none"> • Evidence of Continued Professional Development in Healthcare / Engineering related topics i.e. Decontamination, Medical Gases, Electrical, Water, Lifts, Asbestos, Ventilation, Fire 	
TRAINING AND EXPERIENCE	<ul style="list-style-type: none"> • Experience in Microsoft Office Software (Word, Excel and PowerPoint) • Significant experience in large acute Healthcare Estates environment • Experienced in the use of CAFM systems ie. Maximo, Planit, Concerto, Backtraq(FM) • Fully conversant with Health and Safety at Work Act 1974 and associated legislation. • NHS Estates HTMs, HBNs, British Standards and approved codes of practice 	<ul style="list-style-type: none"> • Risk Assessment Training • Manual Handling Training • Previously held an appointed AP position • Experience of working for an NHS Trust with outsourced services through a Private Finance Initiative (PFI) Agreement. • Experience of Service Level Agreements
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Excellent communication skills, both written and oral • Able to establish collaborative working relationships with a wide range of internal and external stakeholders 	<ul style="list-style-type: none"> • Full UK Driving Licence

	<ul style="list-style-type: none"> • Able to effectively operate a data holding / management system e.g. Concerto • Able to prioritise and manage own workload with minimal supervision • Able to prepare and deliver information and data summaries to a high standard • Ability to deal with challenging requirements in a calm and diplomatic manner. • Ability to compile, source and analyse data to produce meaningful reports • Excellent attention to detail • Excellent planning and Organisational skills, with the ability to prioritise work • Ability to work to multiple local and national deadlines, objectives and targets • Ability to accurately interpret and present data in appropriate formats • Able to establish effective relationships • Experience of working in a pressurised reactive environment • Experience of estate related audits and control procedures. • To be able to demonstrate managing multiple tasks simultaneously • Excellent interpersonal, persuasion and influencing skills 	
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	<ul style="list-style-type: none"> • Ability to prioritise and communicate issues to colleagues • Ability to work without supervision • Ability to carryout works across all sites. • Adaptable to change • Good communication skills • Well-developed problem-solving skills and a flexible approach to developing solutions. • Maintaining Continuous Professional Development by training. • IT literate • Demonstrate good leadership skills 	
<p>ATTRIBUTES</p>	<ul style="list-style-type: none"> • Confident in presenting and chairing meeting • Enthusiastic & self-motivated • Proactive • Completer/Finisher • Receptive to change • Good communicator & confident with people • Able to communicate at all levels both orally and written. • Ability to work under pressure and demanding environment to ensure deadlines are met 	

	<ul style="list-style-type: none">• A good team worker who can work effectively with clinical, managerial & other colleagues• Patient and Understanding• Ability to interact at all levels• Flexible and adaptable• Evidence of diplomacy and negotiating skills• Ability to prioritise• Understand the needs of escalation in the correct manner• Honest and trustworthy• Strong confident character• Good persuasive skills• Focused on delivering task in hand	
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MFT Values and Behaviours Framework ‘Together Care Matters’

This below table outlines the types of behaviours you’d be expected to exhibit if you were living our Values and Behaviours effectively within your role.

Value	Behaviours we want - Examples of this Value in practice
Working Together	<ul style="list-style-type: none"> • I listen and value others views and opinions • We work together to overcome difficulties • I effectively communicate and share information with the team • I do everything I can to offer my colleagues the support they need
Dignity and Care	<ul style="list-style-type: none"> • I treat others the way they would like to be treated – putting myself in their shoes • I show empathy by understanding the emotions, feeling and views of others • I demonstrate a genuine interest in my patients and the care they receive • I am polite, helpful, caring and kind
Everyone Matters	<ul style="list-style-type: none"> • I listen and respect the views and opinions of others • I recognise that different people need different support and I accommodate their needs • I treat everyone fairly • I encourage everyone to share ideas and suggestions for improvements
Open and Honest	<ul style="list-style-type: none"> • I admit when I have made a mistake, and learn from these • I feel I can speak out if standards are not being maintained or patient safety is compromised • I deal with people in a professional and honest manner • I share with colleagues and patients how decisions were made