

Job Description

Job Title	Estates Officer
Post ref no.	
Band	6
Service area	Estates & Facilities
Location/Base	Lynfield Mount Hospital
Accountable to	Estates Manager

1. Job Purpose:

The post-holder will have responsibility for the day-to-day operational management and supervision of the departments Engineering, Building and Grounds Maintenance Teams.

You will have managerial responsibility for estates staff at all levels. The post holder is expected to plan, develop and provide an efficient, cost effective, customer focussed, fit for purpose service using a mix of in-house staff and external contractors.

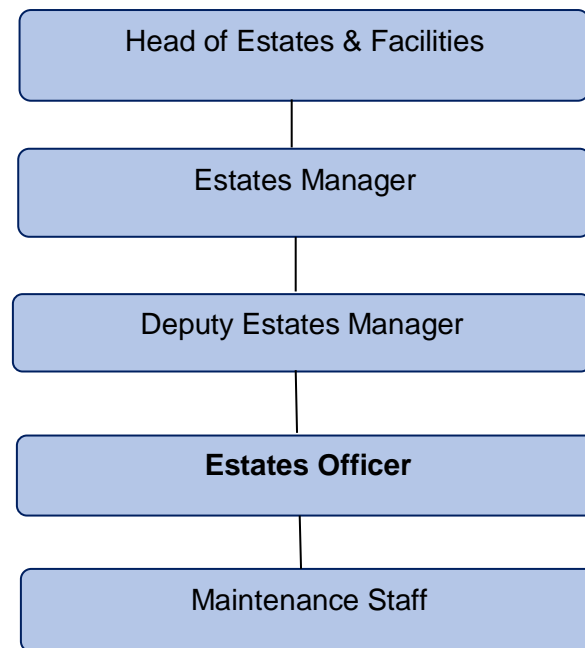
The role will be responsible for the day-to-day operations of the Estates Maintenance Team. Post holder to provide leadership, technical expertise, and team development, maintaining safe and compliant service delivery and ensuring achievement of service standards.

The post-holder will be required to act as Authorised Person for various disciplines. You will provide assurance and audit arrangements to demonstrate statutory and HTM compliance.

Post holder to support Trust corporate objectives and processes including HR, budgetary management, Risk Register, Risk Assessments, and Business Continuity.

To participate in the On-call rota system

2. Organisational Chart



3. Main duties:

- Plan and co-ordinate reactive and planned maintenance tasks to ensure the Trust achieve statutory and HTM compliance with respect to all aspects of engineering and building services
- Manage and supervise both directly employed and contract staff working on a wide range of mechanical, electrical, building systems through the most efficient and effective means possible
- Ensure that all customer requests, planned maintenance and new work are completed within agreed completion times
- Liaise with customer to ensure that any delays are communicated and that new completion dates are agreed
- To communicate at all levels including senior managers, directors and staff; negotiate with specialist contractors.
- Ensure that all electrical work complies with prevailing regulations e.g. BS7671, 18th Edition Wiring Regulations, Electricity at Work Regulations 1989, Health and Safety at Work 1974 and related documents
- Ensure that correct certification is received and filed in respect of work from both directly employed and contract staff, e.g. certification regarding Ventilation, HTM04-01 Legionella Control etc
- Ensure all work complies to the latest statutory and HTM guidance.
- Ensure that all necessary workplace health, safety and welfare precautions are taken
- Carry out generic and task specific risk assessments
- Check safety of work at appropriate stages and be present, if required, to supervise work being carried out

- Ensure that quality checks on completed works are carried out regularly ensuring value for money, conformance to standards and regulations and that they have met customers' satisfaction
- Ensure that both in house and contract staff provide accurate essential feedback on tasks regarding time, cost and materials. Ensuring information is up to date to inform Key Performance Indicator data
- Be responsible for the regular inspection of all engineering systems and equipment and formulate, where necessary, costed maintenance plans
- Be responsible for reviewing best practices for mechanical, electrical, building and grounds maintenance
- The post holder will be required to work irregular hours on occasion to satisfactorily fulfil the requirements of the post.
- The post holder will also be required to participate in the department's rostered emergency on-call service.
- Ensure that all technical staff are up to date with technical training qualifications required for their post
- Provide technical guidance and advice to other colleagues, specialist contractors and senior managers
- Prepare quotations for minor works and for the Trusts staff and clients and customers
- Implement Trust and Directorate policies, procedures and guidance to ensure appropriate practices within the service.
- Commits to the Green Plan; considers sustainability as an underpinning requirement of all service activities.
- Create sustainable workforce plan including team development.
- To achieve the required competency level to fulfil the role of Authorised Person, this may include both internal and external training.
- This job description is not meant to be exhaustive. It describes the main duties and responsibilities of the post. It may be subject to change in the light of developing organisational and service needs.

As an Authorised Person, the postholder will have responsibility for the practical implementation and operation of the Trust's safety policy and procedures on defined engineering/medical systems- particularly to ensure the health and safety of all who are liable to be affected by any danger arising from the design, installation, operation and maintenance of engineering /medical systems.

4. Working as part of a Team

- In all respects the post holder is responsible for the planning and co-ordination of all work which is deemed as the responsibility of the post holder. This will involve working collaboratively with Estates & Facilities colleagues, other Trust staff contractors, and key stakeholders
- Share information, knowledge, and skills with colleagues
- Provide technical expertise to the organisation
- Listen and be open to the views of others whilst providing strong leadership and direction for the team
- Liaise and communicate effectively with colleagues at all levels - this includes team members, colleagues, senior management, clinical staff and temporary staffing provider.
- Manage the team's performance in relation to the achievement of shared goals and expectations.
- Actively work to develop and maintain positive relationships with all team members, Trust staff and external parties
- Contribute to developing a working environment and culture which embeds the Trust values and is underpinned by the ethos of continuous improvement.
- Lead, attend and actively support team meetings
- Use best available evidence to inform and develop team good practice.

5. Managing Self

- Plan and organise own work schedule and organise information in support of own work activities to achieve service requirements.
- Motivate self and others to define work, prioritise and meet deadlines.
- Comply with all Trust policies, procedures and protocols.
- Adapt personal communication style as appropriate to audience
- Participate in regular supervision.
- Works to achieve agreed objectives.
- Complete all mandatory training.
- Participate annually identifying, developing and agreeing your own development plan with your line manager using the Trust Appraisal process.
- Pay regard to materials and equipment.
- Carry out duties with due regard to the Trust's Equal Opportunity Policy.
- Seek advice and support from your line manager whenever necessary.
- Maintain high standards of personal hygiene and appearance at all times whilst on duty.

6. Staff Supervision and Support

- The post holder will inspire, lead and motivate the teams within the department, leading by example at all times and embedding the Trusts Vision and Values

- Conduct HR management investigations such as Disciplinary and Grievance as required. Provide all aspects of line management including recruitment, induction, supervision, coaching, appraisal and performance management.
- Hold regular management/supervision meetings with direct reports in line with Trust policy.
- Manage regular team briefing sessions.
- Provide meaningful appraisals with SMART objectives; ensure that all department members receive an annual appraisal and regular supervision.
- Provide advice and development opportunity.
- Provide support to your direct reports and team members around their personal health and wellbeing.
- Implement best practice within service areas, utilising leadership and communication skills.
- Create, maintain and enhance effective working relationships with all staff.
- Identify and facilitate the training and development needs of staff through the supervision and appraisal system
- Set performance objectives and development targets through the recorded appraisal process; use SMART objectives.
- Participate in training and appraisal schemes of the Trust as well as other staff meetings including disciplinary procedures and investigations.
- Ensure effective relationships are maintained with other departments and peers across other NHS Trusts.

7. Financial Responsibility

- To fulfil budgetary responsibility as delegated budget holder; manage service within allocation
- Support the delivery of Cost Improvement Programmes (CIP)
- Oversee and manage Staff in Post (SIP)
- Authorise invoices as part of the electronic invoicing system
- Authorise staff timesheets, electronic travel claims
- Process requisitions; raise invoices for recharge purposes
- Provide cost of service quotes

8. Safeguarding

All staff members have a duty to report any concerns they have about the safety or well being of adult service users, members of their families, including children. Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

9. Core Values:

Below is the Trust's Vision, Aims and Corporate Priorities. The Corporate Priorities are what the Board has identified as specific priorities. The Trust's vision statement is:

Everything we do over the next five years will contribute to one or more of these four goals to achieve our vision of connecting people to the best quality care, when and where they need it, and be the best place to work.

Our Purpose

To create connected communities and help people to feel as healthy as they can be at every point in their lives

Our Vision

To connect people to the best quality care, when and where they need it and be a national role model as an employer

Our Values

We Care - We act with respect and empathy, and always value difference

We Listen - We understand people's views and respond to their individual needs

We Deliver - We develop and provide excellent services and support our partners

Our Goals

Our services

- To provide seamless access to the best care
- To provide excellent quality services

Our community

- To provide our staff with the best places to work
- To support people to live to their fullest potential, to be as healthy as possible

Core Statements:

1. Infection Control - All clinical and non-clinical staff groups

Responsible for, in respect to your area of work, for ensuring so far as is reasonably practicable and in accordance with Trust policies that you are

aware of your individual responsibilities in regard to infection prevention and control this requires you to:

- Maintain safe infection prevention and control environment for yourself and others.
- Be familiar with and comply with current infection prevention and control, guidelines, policies and procedures.
- Raise matters of non-compliance with your manager.
- Attend infection prevention and control mandatory training as dictated by your manager.
- Be appraised in relation to infection prevention and control.

2. Risk Management

All staff need a basic working knowledge of risk management. They all have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance with Trust Policy. All staff must be familiar with emergency procedures, risk management systems and incident management in their workplace.

3. Health and Safety

All employees have a responsibility under the Health and Safety at Work Etc Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties.

Employees must co-operate with the Trust in meeting its statutory obligations with regard to health and safety legislation and must report any accidents, incidents and problems as soon as practicable to their immediate supervisor.

The Trust has a written health and safety policy which employees have a general duty to read in order that they are fully conversant with its requirements.

4. Patient care

Bradford District Care NHS Foundation Trust is committed to ensuring the highest standards of care and treatment and expects that **all** staff employed within the organisation will treat service users, their carers, relatives and friends with dignity and respect at all times during their contact with services we provide.

5. Information Management

All members of staff are bound by the requirements of the Data Protection Act 2018 and any breaches of the Act or of the confidential nature of the work of this post could lead to dismissal.

The post holder is responsible to learn about information governance, to help ensure that best practice guidelines are followed, and personal information is managed to benefit patients, clients and members of staff.

The post holder is required to sign the declaration form to confirm they have read and understood the booklet and leaflet regarding information governance, which will be kept by the HR team in the post holder's personnel file.

Version Control:

Change details	By whom	Date requested	Approved by	Agreed date

Job title: Estates Officer			
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Band: 6			
Service area: Estates & Facilities			
Location/base: Lynfield Mount Hospital			
Job Purpose: <p>The post-holder will have responsibility for the day-to-day operational management and supervision of the departments Engineering, Building and Grounds Maintenance Teams with a bias to electrical systems.</p> <p>You will have managerial responsibility for estates staff at all levels, the post holder is expected to plan, develop and provide an efficient, cost effective, customer focussed, fit for purpose service using a mix of in-house staff and external contractors.</p> <p>To participate in the On-call rota system</p>			
Attributes	Essential criteria	Desirable criteria	How Identified
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> Degree or HNC/D in a relevant discipline or working towards with equivalent qualification/experience in the related discipline Evidence of post qualifying and continuing professional development Current full driving license 	<ul style="list-style-type: none"> NEBOSH health & safety qualification or equivalent Qualified in line with 18th edition electrical regulations. Professional registration of a relevant body, i.e. IHEEM/CIBSE AP/DRP for one or more of the following HTM 06-02 Electrical Services HTM 04-01 Control of Legionella 	Interview/certificates

		HTM 03-01 Ventilation Systems HTM 08-02 Passenger Lifts	
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 3 years recent experience of carrying out same or similar role. 	<ul style="list-style-type: none"> • Experience of working in a hospital environment. 	Interview
KNOWLEDGE	<ul style="list-style-type: none"> • Design, installation, and maintenance of mechanical services and systems within healthcare premises • Will be required to fulfil the role of Authorised Person for a number of safety procedures with relevant training 		Interview
SKILLS	<ul style="list-style-type: none"> • Ability to manage/motivate and supervise a team with a wide range of management skills. • Ability to agree resources and deliver service (evidence based) in line with required performance standards • Ability to manage/supervise directly employed and contract staff • Excellent verbal communication skills, with the ability to present complex information to a wide range of internal and external stakeholders. • Ability to identify and rectify training needs • Computer literate and able to use and utilise the departments FM databases 		Interview

ATTITUDE/APPROACH	<ul style="list-style-type: none"> • Flexible and adaptable to the changing needs of the service • Capable of managing and prioritising demanding workloads • Able to work effectively and efficiently within a busy department and environment • Able to motive and encourage staff • Professional, flexible, approachable • Customer focussed • Portray a smart and professional appearance • Commitment to continued professional development • Able to cope with high volume workloads and conflicting priorities • Work as a member of a team and comfortable working alone • Be positive, polite, approachable and of smart appearance • Adaptable and creative. • A positive 'can do' attitude and approach to problem solving 		Interview
PHYSICAL	<ul style="list-style-type: none"> • Able to fulfil Occupational Health requirements for the post (with reasonable adjustments if necessary) 		Occupational Health Screening

	<ul style="list-style-type: none"> Physically able to carry out duties of the position, examples may be: Working at heights 		
GENERAL	<p>BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.</p>		

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Attributes	Essential criteria	Desirable criteria	How Identified
QUALIFICATIONS/ TRAINING	<ul style="list-style-type: none"> Degree or HNC/D in a relevant discipline or working towards with equivalent qualification/experience in the related discipline C&G Plumbing & Heating Level 1, 2 and 3. Evidence of post qualifying and continuing professional development 	<ul style="list-style-type: none"> NEBOSH health & safety qualification or equivalent Professional registration of a relevant body, i.e. IHEEM/CIBSE AP/DRP for one or more of the following HTM 06-02 Electrical Services 	Interview/certificates

	<ul style="list-style-type: none"> • Current full driving license 	HTM 04-01 Control of Legionella HTM 03-01 Ventilation Systems HTM 08-02 Passenger Lifts	
EXPERIENCE	<ul style="list-style-type: none"> • Minimum of 3 years recent experience of carrying out same or similar role. 	<ul style="list-style-type: none"> • Experience of working in a hospital environment. 	Interview
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SKILLS	<ul style="list-style-type: none"> • Ability to manage/motivate and supervise a team with a wide range of management skills. • Ability to agree resources and deliver service (evidence based) in line with required performance standards • Ability to manage/supervise directly employed and contract staff • Excellent verbal communication skills, with the ability to present complex information to a wide range of internal and external stakeholders. • Ability to identify and rectify training needs • Computer literate and able to use and 		Interview

	utilise the departments FM databases		
ATTITUDE/APPROACH	<ul style="list-style-type: none"> • Flexible and adaptable to the changing needs of the service • Capable of managing and prioritising demanding workloads • Able to work effectively and efficiently within a busy department and environment • Able to motivate and encourage staff • Professional, flexible, approachable • Customer focussed • Portray a smart and professional appearance • Commitment to continued professional development • Able to cope with high volume workloads and conflicting priorities • Work as a member of a team and comfortable working alone • Be positive, polite, approachable and of smart appearance • Adaptable and creative. • A positive 'can do' attitude and approach to problem solving 		Interview
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GENERAL	<p>BDCFT requires all its staff and prospective employees to carry out your duties in line with Trust Equality policies and procedures, including relevant legislation, to deliver and promote equity of access to healthcare and equality of opportunity at work at all times.</p>		