

## Job Description

<b>JOB TITLE</b>	<b>Estates Officer (Maintenance Operations)</b>
<b>GRADE</b>	<b>Band 6</b>
<b>REPORTS TO</b>	<b>Senior Estates Manager (Maintenance Operations)</b>
<b>ACCOUNTABLE TO</b>	<b>Senior Estates Manager (Maintenance Operations)</b>
<b>DEPARTMENT</b>	<b>Estates Department</b>
<b>DIVISION</b>	<b>Estates and Facilities</b>
<b>DATE</b>	<b>February 2021</b>

### JOB PURPOSE:

You will be part of the team who are responsible for the delivery of a comprehensive maintenance and installation service across the Trust's estates, which will be responsive, efficient, financially effective and to a high standard

### KEY RESULT AREAS

Assist the Maintenance Manager in ensuring a cost-effective and efficient engineering maintenance service is provided.

Deputise for the Maintenance Manager in times of absence.

Provide site technical knowledge to engineering Project Engineers/Consultants.

Participate in the Trust on-call rota for out-of-hours Estate Management.

Plan and execute maintenance projects liaising with Trust departments and Contractors.

Identify and specify planned maintenance tasks, covering all relevant H&S documentation and procedural documents.

Intermediate level use of PC based systems including risk management and employee records.

Manage and lead a direct labour force team of Energy Centre Plant Operators.

Obtain quotations, place orders and manage Contractors providing new works and maintenance services across the Trust properties.

Manage site infrastructure services, steam, electricity, gas and water.

Purchase of goods and services in compliance with Trust Standing Financial Instructions.

Operate and interrogate Building Management Systems (BMS) that control site services.

Hands-on fault finding on complex plant and equipment within the Trust.  
Exchange of complex information with Contractors, Suppliers and Consultants on technical issues Trust-wide.

You would also be expected to carry out 2 of the selection of duties from the list below (training will be provided)

Act as an Authorised Person for High Voltage Systems.  
Maintaining contact with the external Authorising Engineer.  
Arranging Shutdowns.  
Co-ordinate Maintenance activities.  
Issue all HV documentation.

Act as an Authorised Person for Low Voltage Systems.  
Maintain contact with the external Authorising Engineer.  
Co-ordinate Maintenance and Inspection activities.  
Issue all HV documentation.

Act as an Authorised Person for Medical Gas Pipeline Systems.  
Maintain contact with the external Authorising Engineer.  
Arranging Shutdowns.  
Co-ordinate Maintenance and Inspection activities.  
Issue all MGPS documentation.

Act as a Competent Person for Lifting Equipment.  
Maintain the Lifting Equipment Register.  
Ensure plant/equipment is maintained and tested in accordance with statutory regulations.  
Co-ordinate Maintenance and Inspection activities.  
Maintain contact with the external Authorised Person.

Act as a Competent Person for Asbestos.  
Maintain the Asbestos Register.  
Maintain contact with 3<sup>rd</sup> party Inspectors and Contractors.

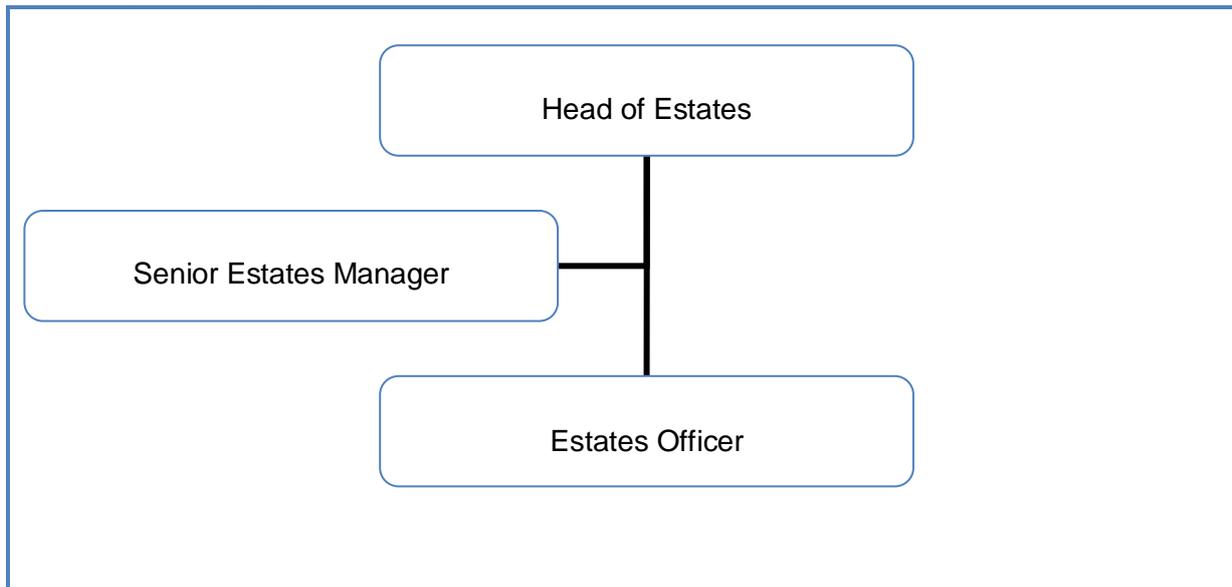
Act as a Competent Person for Pressure Systems.  
Maintain contact with 3<sup>rd</sup> party Inspectors.  
Co-ordinate Maintenance and Inspection activities.  
Ensure Pressure Systems plant/equipment is insurance examined in accordance with the written procedure.

Act as a Deputy Responsible Person for Water Systems.  
Maintain contact with 3<sup>rd</sup> party Inspectors.  
Co-ordinate Maintenance and Inspection activities.  
Ensure Water Systems are maintained in accordance with statutory standards.

Act as a Competent Person for Lifts.  
Maintain contact with 3<sup>rd</sup> party Inspectors.

Co-ordinate Maintenance and Inspection activities.  
Maintain a high degree of flexibility in being responsive to the Trust's needs.

## ORGANISATIONAL CHART



## PERSON SPECIFICATION – FOR RECRUITMENT PURPOSES

	Essential	Desirable
<b>Experience &amp; Knowledge</b>	<p>Degree in Electrical or Mechanical discipline, or equivalent relevant experience.</p> <p>Industrial Management Certificate or significant experience in a Building and Information or Engineer Technician position.</p> <p>Significant experience in NHS engineering operations.</p> <p>Experience of managing breakdown or project work from inception to completion.</p> <p>Good hearing and eyesight with correction.</p> <p>Physically fit and able to move</p>	<p>Broad range of engineering experience in a building services environment in a large estate.</p> <p>Medical Gasses HVAC Systems Water Systems Fire Systems High Voltage Systems Low Voltage Systems Lifting Gear Pressure Systems. Steam raising plant</p> <p>Previous experience of Risk Management, from surveys, assessments, and action plans through to implementation of</p>

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	<p>around multi-floor buildings and services on a 26 acre site</p> <p>Ability to work under complex conditions</p> <p>Hot Cold High Low Confined</p> <p>Must hold a current full driving licence Category B</p> <p>Must have own transport available during on-call rota periods.</p>	<p>control measures.</p> <p>Driving licence Category E</p>
<b>Communications and interpersonal skills</b>	<p>Effective communication both written and verbal.</p> <p>Able to make decisions and act on own initiative.</p> <p>Good planning and time management skills.</p> <p>Intermediate level IT skills.</p> <p>Intermediate level of PC literacy.</p> <p>Effective in interpreting data from a variety of mediums.</p> <p>Flexible in work content and location.</p> <p>Able to participate in 24/7 on-call rota for Estates Managers.</p>	<p>Knowledge of, financial management within an Estates environment.</p> <p>Experience in operation and use of databases.</p>
<b>Values and Behaviours</b>	<p>Must be honest, trustworthy and capable of work-related matters remaining confidential.</p>	

This job description outlines the duties as currently required but may be amended by mutual agreement to reflect future transformation and integration of the Trust.

<b>Signed: (Member of staff)</b>		<b>Date</b>	
<b>Signed: (Line Manager)</b>		<b>Date</b>	

University Hospitals of Derby and Burton NHS Foundation Trust was formed on 1 July 2018, bringing together five hospital sites in Derby and Burton.

Our aim is to bring together the expertise of our 12,300 staff to provide the highest quality care to patients within Derbyshire and South East Staffordshire. Our vision, values and objectives are:



## Our Vision & Identity

Our UHDB Identity is that we provide *'Exceptional Care Together'*, which is our 'Why?'. It is the fundamental purpose that guides all that we do.



## Our Values & Behaviours

Our staff have co-created a set of values and behaviours that are stretching and inspiring in equal measures. These are our UHDB promises. They are powerful messages and will shape how we care for others and care for each other. They are **Compassion, Openness** and **Excellence...**



## Our objectives

As part of the 'Big Conversation', we lastly turned our attention to our aims, big steps we must we take in the future. This is our 'What?'. Our staff said that we should continue to have **PRIDE...**

## **Equality, Inclusion and Diversity**

University Hospitals of Derby and Burton NHS Foundation Trusts is fully committed to promoting inclusion, equality, diversity and human rights in employment and delivery of its services. The Trust is committed to providing an environment where all employees, patients, carers and visitors experience equality of opportunity by means of understanding and appreciating the value of diversity.

The Trust works to eliminate all forms of discrimination in line with the Equality Act 2010, and recognises that this requires, not only a commitment to remove discrimination, but also action through positive policies to redress inequalities.

The Trust actively encourages its employees to challenge discrimination and promote equality of opportunity for all.

Employees of the Trust are required to comply with its policies and values around equality, inclusion, diversity and human rights. Failure to do so will be treated as misconduct under the Trusts' Disciplinary Policy and Procedure, which may result in dismissal."

## **Freedom to Speak up**

The Trust is committed to listening to our staff and learning lessons. There are a variety of ways in which concerns can be raised in person, by phone or in writing (including email). We also have a Freedom to Speak Up Guardian who works with Trust leadership teams to create a culture where staff are able to speak up in order to protect patient safety and empower workers. Full details can be found on the Trust Intranet

## **Data Protection**

Organisations are required to comply with the General Data Protection Regulation; the UK Data Protection Act 2018; all other data protection legislation and other local policies and procedures regarding the handling of information. All employees retain the right to request information held about them.

## **Confidentiality**

The Trust requires all staff to maintain a high standard of confidentiality, and any disclosure of information outside the proper and recognised course of duty will be treated as a serious disciplinary offence.

## **Infection Control**

The prevention and management of infection is a key priority for the Trust. As an employee of the Trust you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself
- be aware of infection prevention and control policies, practices and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and staff
- maintain an up to date knowledge of infection prevention and control, policies, practices and procedures through attendance at mandatory training and ongoing continuing professional development
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy).

**Health and Safety at Work Act**

All staff must not wilfully endanger themselves or others whilst at work. Safe practices and precautions must be adhered to.

**Smoke free Trust**

The smoke free policy applies to staff, patients, resident's visitors and contractors.

**Research:**

"The Trust comprises research-active hospitals with a developing culture of research and innovation across the whole organisation. All clinicians are expected to engage in research, development & innovation.

Engagement of clinical staff in research covers a spectrum of involvement, ranging from having an awareness of the studies and trials taking place in their areas, to assisting with the identification of research participants, to research-experienced individuals who win research funding and assume the role of Chief Investigator for multi-centre trials and studies".