

Job Description

1. Job Details

Job Title: Estates Officer (Electrical)

Reports to: Head of Estates

Accountable to: Associate Director of Estates and Facilities

Band: AfC Band 6 **Hours:** 37.5

Main Location: Kingsway Site, Derby

Date: March 2024

2. Introduction

An exciting opportunity has arisen for an enthusiastic, self-motivated individual to join our established and dedicated Estates Team. In this role you will contribute to ensuring that DHCFT delivers a high-quality service which meets the needs of all our patients and families in line with the DHCFT strategy. The Estates Department is seeking to recruit a highly motivated Estates Officer (Electrical) to manage complex engineering plant, equipment and services including heating, ventilation, and all electrical infrastructure systems critical to the organisation, minor works, and day to day reactive maintenance. The electrical program is critical to achieving a suitable patient environment for all Wards and Departments to deliver the highest level of care.

To be successful in this role, you will be educated to HNC, HND, Level 3 or equivalent with an Electrical bias and have relevant post-apprenticeship experience. You will be expected to manage a wide range of duties covering all aspects of Electrical maintenance applicable to the profession. The successful candidate will be accountable directly to the Head of Estates and overall, to the Associate Director of Estates and Facilities.

The ability to work with IT and technology is necessary as is the ability to travel throughout our Derbyshire Estate on a regular basis.

We are looking for someone who understands the role and shares the core values and behaviors of the Organisation, an approachable confident individual who ensures quality is accessible and achievable for everyone. You will have strong and effective communication skills, be motivated, and have the ability to motivate others and work well under pressure. You will be enthusiastic with the drive and vision to assist and move the service forward.

The post holder must be able to work independently and collaboratively with a wide range of care and medical staff and managers at all levels.

Out of hours on call cover will be required within a 1-in-4 rota dependant on tasks and the needs of the Trust.

Scope of the role

The Direct Supervisor/Manager of the Electrical direct labour work force, to ensure all engineering maintenance including contract work is carried out to ensure high performance and compliance with recommended standard and legislation.

You will be required to interpret work from drawings, instructions, and specifications; diagnose faults and carry out necessary repair work. In conjunction with the Estates Department, you will liaise with clinical teams when carrying out work in patient areas to ensure patient safety and Infection Control is not compromised. It is essential you have an understanding of other craftsmen's work in relation to their own discipline to provide a coherent service when carrying out both maintenance and minor work schemes.

Key working relationships

Internal:

Health & Safety, Estates & Facilities Manager, Energy & Sustainability Managers and all Estates Officers and other Estates & Facilities staff, Human Resources & Occupational Development, all Trust staff.

External:

Contractors, Approved Suppliers, Members of the Public.

3. Job Description, Duties & Responsibilities

The direct Supervisor/Manager of the Electrical direct labour work force, to ensure all engineering maintenance including contract work is carried out to ensure high performance and compliance with recommended standard and legislation.

The direct supervisor/manager of other non-electrical staff such as joiners, gardeners, and maintenance assistants.

Provide direct assistance to the Head of Estates and act up in their absence. Attending relevant meetings and being the direct contact for the department.

Carry out regular 1-2-1's with trade staff and appraisals.

Chair relevant meetings and feedback to senior management team (e.g., / Trust Electrical Safety Meetings)

Monitor and manage Estates Micad, CAFM system & BMS.

Write, review, and monitor relevant Policies and Procedures applicable to the respective discipline.

Work with Trust appointed AE's for relevant auditing and actioning of audit reports.

Raise/authorise purchase orders for work for external contractors, whilst managing service contract visits and recording and actioning and remedial actions and service records.

Responsible for the operational delivery of a mandatory and statutory compliant Estates service in the areas listed below. This list is not exhaustive.

Manage complex engineering plant, equipment and services including heating, ventilation, and hot and cold-water systems critical to the organisation, minor works, and day to day reactive maintenance.

The electrical program is critical to achieving a suitable patient environment for all Wards and Departments to deliver the highest level of care.

Operates and reviews planned maintenance programme, Implements, and maintains physical asset register oversees minor schemes of Revenue/Capital works.

Manage and maintain the Trusts Asset registers ensuring all additions and deletions are captured from capital, Minor Works, and backlog Maintenance records.

Provide records required to ensure that the Trusts Electrical / Building Infrastructure / Fire Code/ Lift Maintenance/ /Asbestos control are adequately designed, constructed, and operated to ensure statutory compliance with legislation.

Undertake multiple AP duties as required. Act as Authorised/Responsible/Competent person in relation to specific maintenance responsibilities such as:

- Passenger, goods, and fire lifts.
- Low voltage up to 1000volt.
- High Voltage up to 33Kva
- Working at Heights Responsible/Competent person
- Confined Spaces Responsible/Competent person.

- Trust Induction & Departmental Induction:
- Trust & Departmental procedures.
- Attend update training
- Regulation compliance:
- Health and Safety Regulations including:
- Infection Control measures
- Operation of technical machinery
- COSHH
- Manual Handling
- City & Guilds qualification/NVQ level 3
- Available for out of hours on-call duties

Upon completion of the AP duties and receipt of certification the post holder will be appointed and will chair trust statutory standards meetings for their respective discipline.

Skills & Communication

- The post holder will communicate in writing, orally and electronically.
- The post holder must be able to receive and communicate technical and non-technical information with a range of colleagues and personnel in the Trust. These will include:
 - Clinical staff
 - Departmental staff
 - Contractors
- The post holder will use IT systems to generate, receive and communicate a range of technical and non-technical information, e.g., creating job cards, works orders, and technical reports.

Planning and Organisational Skills

- Plan and prioritise own work on a daily basis.
- Prioritise tasks
- Adopt a flexible approach and change the plan of work to respond to the clinical environment, urgent and emergency calls.
- Developing budget costs and timescales for planning and financial consideration. Draft reports for various bodies regarding condition of Mechanical & Electrical & Building services and at times the buildings themselves
- Develop specifications for repairs and new installations, including planning and prioritising work, costings, timescales and seeking the appropriate funding.
- Drafting specifications as well as control of budget and funding resources.
- The General Audits (i.e., external, and internal audit and accredited governing body audits), are a statute requirement required at twelve (12) monthly intervals ensuring that the premises are still complaint.
- Keeping of records and information for use by self and others as well as updating and storing of information and to be able to produce same as and when required, using databases, networks, the internet as well as hard copies and files
- Responsible for projects or blocks of work, which may also embrace more than one discipline.

May involve training, compiling manuals, briefing out information and collating information, including liaising with other agencies.

- Authorised signatory for financial payments for engineering equipment and work invoices working to departmental/ service budgets.
- The issuing of Permits to Work (as necessary – both in house and contract staff)
- Carry out Estates inductions/supervision for external contractors working on our sites.

Responsibilities to Patient Care

- Incidental contact with patients during visits to wards and departments
- Minimise disruption to the delivery of patient care when planning activity in wards and departments.
- Demonstrate awareness of the staff and patients' environment e.g., if the work creates noise, dust, or dirt.
- Respects Patient's dignity and privacy, ensuring that the highest level of care and comfort is never compromised.
- Ensure areas screened-off as required.
- Give information and advice to clinical staff in relation to planned activity
- Ensure risk assessment is carried out.

Responsibilities for Policy and Safety Development

- Comply with Trust policies.
- Comply with departmental policies in own work area, e.g., operating machinery, confined spaces, and Risk Assessments
- Comment on or make proposals regarding the development of interdepartmental policy.

Human Resources

- Deliver "Toolbox Talks" on a variety of subjects within the compliance arena, in accordance with HTM.
- Ensure that you are up to date with the latest policies and procedures relevant to your job role and department
- Agree a set of objectives to maximise your potential & identify and address development needs through Personal Development Reviews and continual assessments
- Responsible for ensuring that your statutory and mandatory Trust training is up to date

This job description is intended as an outline of the areas of activity and can be amended in the light of the changing needs of the service and will be reviewed as necessary in conjunction with the post-holder.

Risk Management

You will be required to ensure that you implement systems and procedures at a local level to fulfil the requirements of the organisation's Risk Management Strategy including local management and resolution of complaints, concerns and near misses. Your specific responsibility for risk management will be clarified to you by your manager at your local induction.

Emergency Planning

In accordance with the organisation's responsibilities under the Civil Contingencies Act 2004, you may be required to undertake alternative duties as is reasonable directed at alternative locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

Human Rights

You are required to comply with the regulations of the Human Rights Act 1998 during your employment.

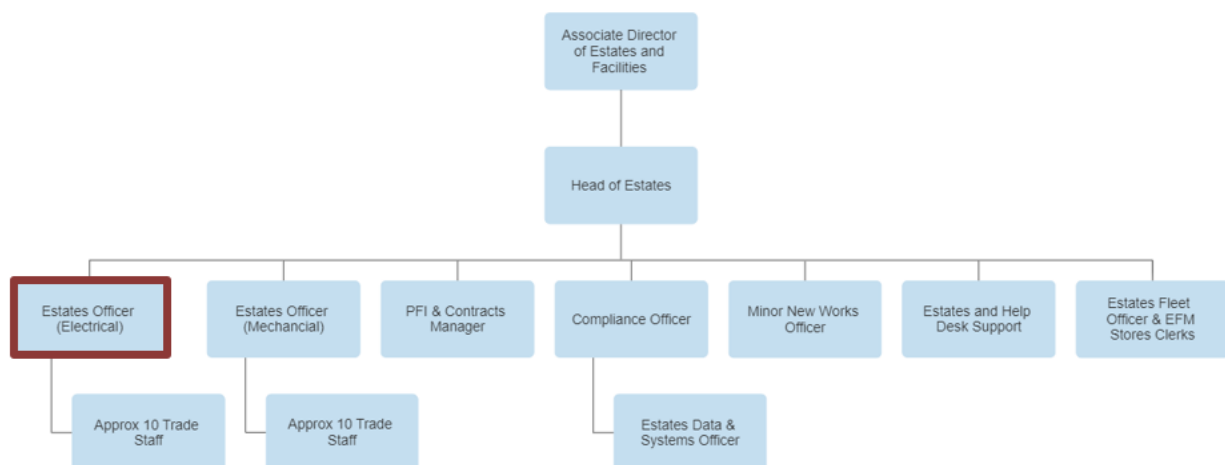
Sustainable Development

You will be required to demonstrate a personal commitment to the Trust's Sustainable Development Plan and to take personal responsibility for carrying-out your work duties in a way which is compliant with this Plan.

Confidentiality

On appointment you may be given access to confidential information which must only be disclosed to parties entitled to receive it. Information obtained during the course of employment should not be used for any purpose other than that intended. Unauthorised disclosure of information is a disciplinary offence.

4. Organisation Chart



5. Knowledge, Skills, and Experience

- a) Good customer care interpersonal skills; able to develop relationships both internal and external to the Trust. Acting as the point of contact for contractors and clients; reporting information back to the Estates Management Team.
- b) Good communication skills: able to deliver information to a wide audience that may have little understanding of technical issues.
- c) Compile manuals and schedules for Contractors and Estates staff to follow including charts and layout drawings.
- d) Responsibility for the annual EMT on-call rota and adequate suitable arrangements are in place. Ensuring that emergency repairs occurring out of hours are attended to as and when required or for cover.
- e) Provide training and instruction to staff and colleagues, etc, on new equipment and technology.
- f) The role involves an active part in the updating of Condition Surveys for all Mechanical & Electrical & Building services, including site visits and consultation with suppliers and manufacturers.
- g) To obtain sound knowledge and experience of construction/work sites and relevant regulations including CDM Regulations, Health & Safety, Building Regulations and relevant testing and commissioning certification.
- h) Acquired problem solving skills.
- i) Ability to liaise with construction contractors and subcontractors. Also, the need to liaise with partnering trusts.
- j) Self-motivated and able to manage and prioritise own time against a challenging workload.
- k) Full driving licence

6. Key Result Areas

- a) To ensure the safety of service users, staff, contractors and public at all times.

- b) To take effective and safe on-site decisions in the event of unforeseen circumstances affecting projects.
- c) Provide on-site liaison with clinical services and managers to enable tasks to progress with minimum disruption.
- d) Submit verbal/written site reports to other team members and attend meetings as requested.
- e) All other reasonable duties to ensure projects are carried out in a professional, timely and safe manner.
- f) Experience of working in a live ward environment.

<p>INTERNAL</p> <ul style="list-style-type: none"> • Heads of Service / Departments • Estates & Facilities colleagues • Service Users / Patients • Main reception staff • Ward Managers and nursing staff • Managers and office staff • Others as required 	<p>EXTERNAL</p> <ul style="list-style-type: none"> • Contractors • Consultants • Public • Specialist suppliers/installers • Manufacturers • Other Healthcare Trusts • Landlords/Letting agents

7. Most Challenging Part of Your Job

Ensuring the safety of patients, contractors, staff and public and balancing the needs of clinical services, whilst ensuring that tasks progress in a timely and professional manner.

8. Job Description Agreement

Job Holder's Signature..... Date.....

Senior Officer/Head of Department's

Signature..... Date.....

Title:.....

**Job Description Additional Information
Appendix A**

Job Title:	Estates Officer (Electrical)
Location:	Kingsway Site, Derby
Reports to:	Head of Estates
Accountable to:	Associate Director of Estates and Facilities
<p>Physical Effort: The post holder will need to visit sites including areas under construction and may have to climb ladders and enter roof spaces and confined areas. The post holder will be expected to carry light loads.</p>	
<p>Mental Effort: There will be periods of intense concentration during the week for analysing data technical specifications and report audits/assessments, fault diagnosis and repairs, interruptions for emergencies.</p>	
<p>Emotional Effort: There may be occasional exposure to emotional and distressing circumstances.</p>	
<p>Working Conditions: Office based role, with occasional site visits required. New works and refurbishment to site conditions throughout Trust premises including clinical areas, plant rooms and office space.</p>	
<p>Job Appendix Agreed</p> <p>Job Holders Signature, ----- Date-----</p> <p>Senior Officer/ Head of Department Signature, ----- Date-----</p>	

PERSON SPECIFICATION

Job title: Estates Officer (Electrical)

Grade: AfC 6

Directorate: Corporate

Base: Kingsway Site, Derby

Hours: 37.5

Area	Essential	Desirable
Attainment/Qualifications	<ul style="list-style-type: none"> • Indentured Technical Apprenticeship with specialised building and engineering which would equate to a BSc (Hons) degree level, HNC, HND or equivalent experience. • AP qualifications in relevant discipline • Multi-skilled Engineer in similar environment. • Willingness to progress and learn new skills. • Full driving license 	<ul style="list-style-type: none"> • Experience of NHS hospital sites or similar • Qualifications relating to PAT Testing/Electrical Safety/Installation testing • Previous management role
Skills	<ul style="list-style-type: none"> • Line manage staff carrying out regular 1-2-1's and appraisals • Ability to follow disciplinary policies and actions if required. • Able to develop PPM schedules including the use of KPI's for continuous improvements. • Diagnose faults and execute repairs • Ability to interpret working drawings • Excellent numerical and analytical skills • Excellent communication skills both written and verbal • Able to work with a wide variety of staff and customers alike • Ability to work under pressure while making quick and sound judgments and meeting tight deadlines • Ability to make sound judgements and decisions on a day-to-day basis • ICT literate • Other Trade Skills 	<ul style="list-style-type: none"> • Other trade skills
Knowledge/Experience	<ul style="list-style-type: none"> • Understanding H&S Law • Experience in a supervisory and/or management position, controlling all trades, contractors, consultants, and financial budgets. • Influencing and Team Building skills 	<ul style="list-style-type: none"> • An understanding of NHS strategy & policy working knowledge of maintenance support systems

	<ul style="list-style-type: none"> • Good cross-sectional knowledge covers all trades • Knowledge of statutory and mandatory compliance standards • Working knowledge of NHS standards (HTM/HBNs) 	
Disposition	<ul style="list-style-type: none"> • Respectful and build trust • Compassionate • Be responsive, listen and be positive • Dignity • Value and support other people • Engage and encourage • Value learning and innovation 	
Circumstances/ Special demands	<ul style="list-style-type: none"> • Vehicle available for work related travel • Available for on-call duties 	