

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Electrician</b>
<b>Department:</b>	<b>Estates and Facilities</b>
<b>Reports to:</b>	<b>XX</b>
<b>Liaises with:</b>	<b>XX</b>
<b>Band:</b>	<b>4</b>

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### **Job Summary**

To complete both planned & reactive maintenance to a high standard on all electrical plant and services within the Hospital and associated buildings. Provide an excellent level of customer care, communication and flexibility when completing work which supports the Trusts Clinical services and Patient care.

### **Rota**

Work on four days on and four days off rota on a repeating eight-week schedule. Work shift pattern is 7am to 6pm.

### **Trust Culture and Values**

The Trust has defined its culture as one that is patient centred which puts safety first and where all staff take responsibility, are valued and value each other. To support this our four values are that we are all:-

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**Caring** – we design and deliver care around each individual patient's needs and wants

**Safe** – we make the safety of patients and staff our prime concern (safety comes first)

**Responsible** – all staff take responsibility for the hospital, its services and reputation

**Value each other** – we all value each other's contribution

**Inspiring** – we always strive to empower each other to develop and deliver improvements to benefit our patients

Our training, policies, procedures, and practices are all intended to support behaviours in line with our values and all staff are expected to uphold these by 'Living Our Values Everyday'

## Department Philosophy

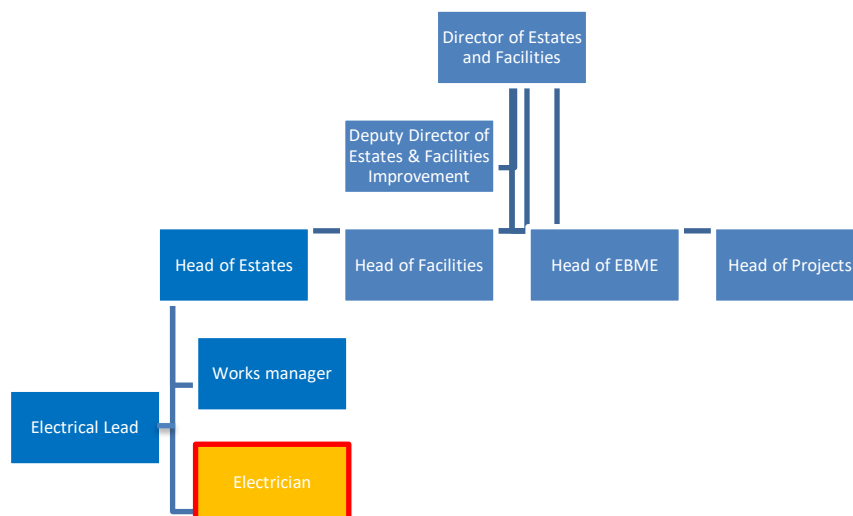
Applied correctly EFM is about much more than the management of buildings and services – it is critical to the successful functioning of every organization which occupies property or manages infrastructure that supports our society.

As a support function EFM has its own objectives but it should ensure that they coordinate with the objectives of the organization it serves and other interested parties or stakeholders. There is a very clear iterative relationship between corporate objectives and resource planning, asset management and facility management

Successful Estates & Facilities Management should be: -

- Aligned to the aims and values of the Demand Organisation (DO) and allied partner Organisations or economies
- Flexible and responsive to internal and external change
- Focused on meeting the needs of service users
- Multi-functional and cross functional
- Works to meet long term as well as short term goals
- Constantly developing
- Governance controlled

## Department Structure Chart



### **Key responsibilities and Outcomes**

1. In support of the Electrical Supervisor to ensure the day-to-day efficient and safe working of all Electrical plant and infrastructure on site.
2. To work within the Estates Department Health & Safety policies and protocols, ensuring that working practices comply with these in both spirit and practice.
3. Carry out routine Planned Preventative Maintenance (PPM) of electrical plant as directed by the Electrical Supervisor.
4. To attend to plant faults and breakdowns to carry out repairs and restore the units to service as quickly and efficiently as possible.
5. To fault find on electric motors and associated control gear.
6. To activate changeover of plant and or its safe isolation in the event of a malfunction or a breakdown.
7. Participate in the out of hours (24/7/365) on-call rota.
8. Able to carry out minor mechanical work such as connection/disconnection of belt drives, pulley and direct drive couplings.
9. To disable/enable the fire alarm system under hot work permits and informs the switchboard.
10. To attend all fire calls as part of the Trust's fire team.
11. To reset lift control systems after failures and implement hand winding operations.
12. To interpret and work from all instructions, drawings and specifications appropriate to the trade, without supervision.
13. To develop an understanding of the complete working of the electrical installation in the Hospital, to maintain and efficiently run plant and equipment and to instruct others on the above features and other aspects of the work.
14. To efficiently diagnose and repair faults in electrical installations, plant and equipment; to deal with new situations as they arise and to pass on knowledge to others.
15. To set out new work or set up production appropriate to the trade using relevant instruments and machinery, without supervision.
16. To manufacture, assemble, erect and install new work.
17. To carry out steriliser & washer disinfector maintenance as required. (If qualified)
18. To use relevant tools and equipment. To attend to persons trapped in lifts in a timely fashion in order that they can be released.

19. To report all defects on all items of equipment and any potential hazardous risk to their Electrical Supervisor.
20. To learn new techniques, with training as necessary. This includes multi skilling in other trades, attending training courses as required.
21. To ensure that all policies and procedures laid down by the Trust & the Estates department are strictly adhered to. Compliance with all statutory regulations including the Health and Safety at Work Act 1974.
22. Undertake any other duties as may be required from time to time commensurate with the grading of the post.
23. Act as a Competent Person for the Trust's LV system
24. Use of the Trust issued mobile device (smart phone) or computer to manage all Planned and Reactive work to ensure that status, work time and allocation is correctly recorded.

#### **Partnerships**

1. To work effectively with internal and external partners, including the local community and other stakeholders, to achieve positive results including through collaborative working;

#### **Customer Focus**

1. To develop a "Customer First" strategy that builds on the Directorate's existing activities and commitment to establishing and maintaining a high quality hospital environment and experience for internal and external customers.

#### **Other Duties**

1. To carry out other duties reasonably required of the role, including those arising from future changes and requirements.

#### **Education and Training/Self-Development**

1. Identify own training and development needs and undertake appropriate training/education as required.
2. Participate in an annual individual performance review process where objectives will be agreed, performance monitored and personal development needs discussed.
3. To attend all statutory and mandatory training as and when required to do so.
4. Act responsibly in respect of colleague's health, safety and welfare following safe work practices and complying with the Trust's Health and Safety Policies.

5. Adhere to all Trust Policies as applicable.

### **Health Clearance**

Health clearance is required for this appointment. Applicants must complete a medical questionnaire, return it to the Occupational Health and Wellbeing Service and, if required, undergo a medical examination before appointment.

### **Disclosure and Barring Service (DBS)**

A DBS will be required before appointment for all posts with access to children or vulnerable adults.

### **Confidentiality and Disclosure of Information**

In the course of your normal work with the Trust you will come into possession of confidential information concerning patients, the Trust and its staff. This information should always be treated according to the Trust's rules on confidentiality. Any inappropriate disclosure may be subject to the Trust's disciplinary procedures.

### **Raising concerns**

Staff may on occasion have genuine concerns about healthcare matters and consequently the Trust endorses the principle that these must be raised in a responsible and appropriate manner, and if necessary using the Trust's 'Raising Concerns (Whistleblowing)' policy.

### **Data Quality/Security**

The post holder is responsible for ensuring that he/she maintains the integrity and quality of both computerised and manual data.

### **Acceptance of Gifts and Hospitality**

The conduct of staff in the public service should be scrupulously impartial and honest and in this context any offers of gifts or hospitality should be discussed with your manager, prior to acceptance.

### **Codes of conduct and professional standards**

All staff should adhere to any codes of conduct or professional standards set by the regulatory bodies with whom they are registered or by professional bodies of which they are a member. Managers should observe the Code of Conduct for NHS Managers.

### **Risk (managerial and supervisory staff only)**

Managers are responsible for implementing and monitoring any identified and appropriate risk management control measures within their designated area(s) and scope of responsibility. Full details are set out in the Trust's Risk Management Policy.

### **Health and Safety**

All staff are advised that, under the Health and Safety at Work Act 1974 and associated legislation, it is the duty of every employee to take reasonable care for their own health and safety and that of other people who may be affected by their activities at work, and also to co-operate fully with the Trust and others in connection with any arrangements to satisfy the statutory duties and responsibilities under the Act, including undertaking appropriate mandatory and health and safety training.

### **Infection Control**

All staff must at all times be aware of their responsibilities for ensuring infection control and to maintain hygiene standards in accordance with infection control policies and instructions.

### **Personal Property**

The Trust is unable to accept responsibility for articles of personal property lost or damaged on its premises whether by burglary, fire, theft or otherwise and staff are advised to insure against all risks.

### **Equal Opportunities**

Equality of opportunity is an integral part of the Trust's recruitment and selection process and recruiting managers must ensure that they comply fully with the Trust's Equality & Diversity Policy. The Trust aims to ensure equality of opportunity for all irrespective of race, disability, sex, gender reassignment, sexual orientation, age, marriage and civil partnership, pregnancy and maternity and religion, or belief.

### **No Smoking**

Smoking by staff, patients and visitors, will not be permitted anywhere on Trust premises.

### **Security**

Staff must wear their identity badge at all times to assist in maintaining the security of the hospital; be observant, and not afraid to enquire of people as to their business in the hospital. Any suspicious behaviour must be reported to the Security Officer, manager, or security team.

### **Safeguarding children and vulnerable adults**

Kingston Hospital NHS Trust is committed to safeguarding children and vulnerable adults at risk of abuse. If the post is one that involves access to children and vulnerable adults during the course of their normal duties, an enhanced DBS check will be required. All employees have a responsibility for safeguarding children and vulnerable adults in the course of their daily duties and for ensuring that they are aware of the specific duties relating to their role.

*This job description is not intended to limit the scope and extent of the job to be undertaken and will be subject to review and alteration as necessary, following discussion with the post holder.*

## PERSON SPECIFICATION

This is a specification of the qualifications, experience, skills, knowledge and abilities that are required to effectively carry out the responsibilities of the post, as outlined in the job description and forms the basis for selecting a candidate.

### POST: Electrician

Criteria for Selection	Essential Requirements	Desirable Requirements	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Recognised traditional or modern apprenticeship, NVQ Level 3 in Electrical Engineering.</li> <li>Member of UK Register of Electricians</li> <li>NVQ Level 3 Installation or equivalent City and Guilds 2360 Electrical Installation Theory Part 2 Certificate.</li> <li>A valid first aid and resuscitation certificate following electric shock</li> </ul>	<ul style="list-style-type: none"> <li>ECDL</li> <li>17/18<sup>th</sup> Edition</li> <li>CGLI Part 3 or equivalent</li> <li>Annual Health and Safety or equivalent IOSH accredited course.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of four years experience gained whilst undertaking apprenticeship.</li> <li>Experience in fault finding and installation on building electrical services.</li> <li>Experience in fault finding and maintenance of fire alarm systems.</li> <li>Have some working knowledge of hydraulic and traction lifts and the associated control systems.</li> <li>Have experience of 415V.</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in a healthcare/NHS environment</li> <li>Have some experience of large industrial boiler plant.</li> <li>Steriliser maintenance</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>Have a fully working knowledge of the current BS7671 Wiring Regulations.</li> </ul>		<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Have a working knowledge of building management systems and be able to operate a BMS system.</li> <li>• Have an understanding of the relationship of other crafts person's work to his/her own.</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> </ul>
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*A = Application Form | I = Interview | T = Test*

Approved by: \_\_\_\_\_ Manager \_\_\_\_\_ date

Agreed with: \_\_\_\_\_ Employee \_\_\_\_\_ date