



Hampshire Hospitals  
NHS Foundation Trust

# Application & Recruitment Pack



**LIFE CHANGING  
CHANGING LIVES**

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# *Welcome from* *Chief Executive Officer* Alex Whitfield



Dear Candidate,

Thank you for your interest in this post and for taking time to read this information pack. We hope this exciting and rewarding role catches your imagination and you are encouraged to apply and contribute to providing outstanding care for the people of Hampshire.

Our vision is to provide outstanding care for every patient. Patient care is at the heart of what we do at our three sites Basingstoke and North Hampshire Hospital, Royal Hampshire County Hospital in Winchester and Andover War Memorial Hospital. Hampshire Hospitals NHS Foundation Trust provides medical and surgical services to a population of approximately 600,000 across Hampshire and parts of West Berkshire.

We provide specialist services to people across the UK and internationally. We are one of only two centres in the UK treating pseudomyxoma peritonei (a rare form of abdominal cancer) and we are leaders in the field of tertiary liver cancer and colorectal cancer.

The trust employs over 8,600 staff and has a turnover of over £450 million a year. As a Foundation Trust, we are directly accountable to our members through the governors. The Council of Governors represent the interests of their constituencies and influence the future plans of the Foundation Trust.

# Job Description

<b>JOB DESCRIPTION</b>	
<b>Job Title:</b>	Mechanical Maintenance Operative
<b>Department:</b>	Estates
<b>Division:</b>	Corporate
<b>Salary Band:</b>	Band 4
<b>Accountable To:</b>	Mechanical Supervisor
<b>Location:</b>	Winchester
<b>JOB SUMMARY</b>	
<p>Performs work including activities which are complex and/or non-routine. Responsible for calibration and fault finding on a wide range of engineering plant and equipment (Low Pressure Hot Water Systems, Steam Systems, Decontamination Equipment, Medical Gas Systems, Natural Gas Systems and Ventilations Systems).</p> <p>Undertaking maintenance, repairs, minor improvement and capital work across the Trust and its contracted customers as directed by management, ensuring compliance with Trust safety standards and procedures.</p> <p>The role would be principally based on our Winchester site, however dependent on the needs of the service it may be required to work on the other site locations.</p>	

#### KEY RESULT AREAS/RESPONSIBILITIES

- To work in accordance with the requirements of Mechanical HTM's for sterilisation, medical gases, washer disinfectors and water systems, statutory regulations and Trust policies
- To ensure that all work is carried out in a safe manner following the appropriate risk assessment at all times.
- To ensure water systems are maintained in line with the Water Regulatory Advisory Scheme (WRAS)
- Subject to an individual's availability, work overtime to carry out emergency repairs as required by management.
- Undertake essential repair works and general maintenance activities at the request of the management.
- Carry out planned preventative maintenance inspections and commissioning tests in accordance with Trust procedures.
- Undertake fault finding on complex mechanical systems and equipment. Using 'cause and effect analysis' together with detailed examination to gain an effective solution.
- To attend training courses as required to maintain the ability to carry out the role.
- Follows detailed engineering drawings and specifications and interprets and follows the regulations at all times.
- Uses all relevant tools and equipment within safety guidelines as necessary for the completion of works.

#### CUSTOMER CARE FOR PATIENTS AND/OR SERVICE USERS

- Be available to undertake on call duties as part of the on-call team to cover extended periods of absence or vacancies of the maintenance on call team.
- To make sure good housekeeping is maintained throughout workshops, plant rooms and all other work areas.

#### COMMUNICATION

- Immediately notifies the Mechanical Supervisor or other appropriate line manager of any unsafe practice or contravention of statutory regulations or Trust policy.
- To liaise with staff at all levels to arrange safe access to undertake their duties.
- Carry Trust communication devices such as pagers and/or two-way radios (or other communication devices) to facilitate immediate response to emergencies, as and when required.
- To liaise with the line manager regarding plant or equipment failures and to request the supply goods and/or services as necessary.

### PLANNING AND ORGANISATION

- Actively participate in labour management and information systems operated by the Trust, including completion of all paperwork required for the system (including completion of all job dockets and timesheets).
- To liaise with the Mechanical Supervisor regarding plant or equipment failures and to request the supply of goods and/or services as necessary.
- Complete all report sheets and test certificates as necessary.

### TRUST VALUES

Our values help us in what we do and how we do it. It is important that you understand and use these values throughout your employment with the Trust to define and develop our culture.

The post holder will be:-

- **Compassionate, caring about our patients.**
- **Accountable and responsible, always looking to improve.**
- **Respectful for all and show integrity in everything.**
- **Encouraging and challenging each other to always do our best.**

### ADDITIONAL INFORMATION

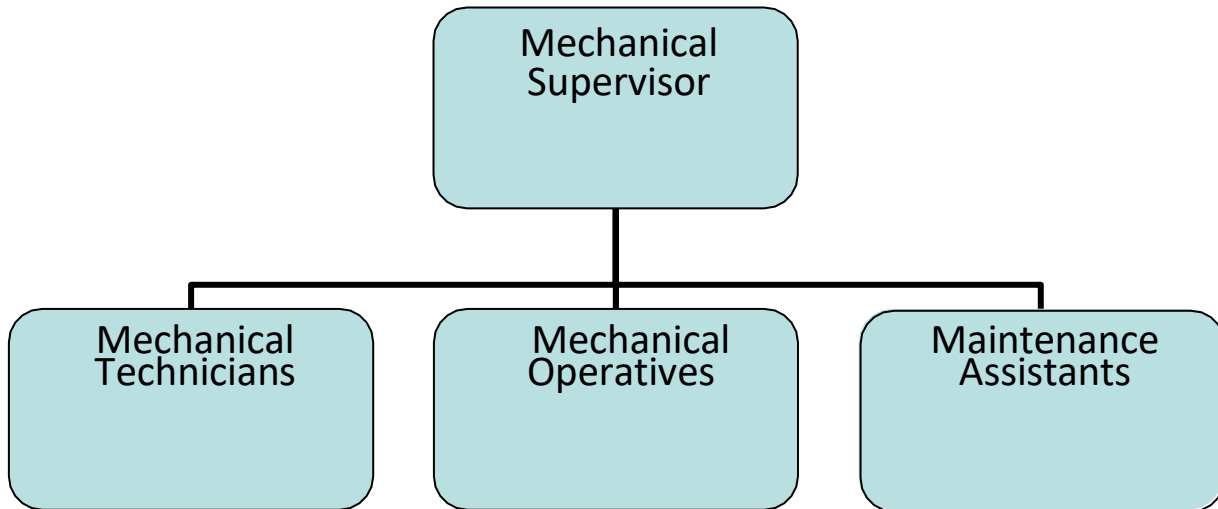
This job description is designed to assist post holders with understanding what is expected of them in their role. Hampshire hospitals NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

Appendix A to this Job Description and Person Specification details key information you should be aware of.

**ORGANISATION STRUCTURE**



# Person Specification

<b>PERSON SPECIFICATION</b>	
<b>Job Title:</b> Mechanical Craftsperson	
<b>Training &amp; Qualifications</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Completion of a structured training program in a suitable Mechanical trade related field for a minimum period of 3 years</li> <li>• A minimum qualification level of NVQ level 3</li> <li>• Adequate knowledge of and within the preceding three years training for first aid</li> <li>• Health &amp; Safety awareness training</li> <li>• Asbestos awareness training</li> </ul>	<ul style="list-style-type: none"> <li>• Refrigeration qualification</li> <li>• AP Qualifications in relevant area</li> <li>• Controls trained</li> <li>• BTEC, ONC in Mechanical Engineering</li> <li>• Confined Space trained</li> </ul>
<b>Experience &amp; Knowledge</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Completion of a structured training programme in Mechanical engineering for a minimum of three years</li> <li>• A minimum of one years' post qualification experience working in a mechanical maintenance environment</li> <li>• Good awareness of health &amp; safety legislation and experience of working to safe systems of work</li> <li>• Must have read and understand the HSE Approved Code of Practice for Legionella Management.</li> <li>• Knowledge of: - Hot water systems, steam systems, heating and ventilations systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an acute hospital environment</li> <li>• Qualified to work on natural gas installations</li> <li>• Worked as a competent person on the following systems: -  Sterilisers Washer Disinfectors Medical gases Ventilation systems Water treatment systems Refrigeration systems</li> <li>• Experience of working on Building Management Systems</li> </ul>

Skills & Ability	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Ability to work at times without supervision.</li> <li>• Adaptable to change.</li> <li>• Capable of working in a demand driven service.</li> <li>• Working to deadlines.</li> </ul>	
Other Specific Requirements	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Availability for on call duties</li> <li>• Subject to availability, undertaking overtime.</li> <li>• Ability to work at height using access from ladders/scaffold.</li> <li>• Ability to work in confined spaces.</li> <li>• Hold full current driving license including trailer towing element</li> </ul>	<ul style="list-style-type: none"> <li>• IPAF License</li> <li>• Manual handling training.</li> <li>• Health &amp; safety awareness for prefabricated scaffold towers.</li> </ul>

Post holders signature: ..... Date: .....

Managers' signature: ..... Date: .....



# Appendix A

## ADDITIONAL INFORMATION APPLICABLE TO ALL POSTS

### Confidentiality

During the course of your employment, you may see, hear or have access to information on affairs of patients and staff. Post holders may only use such information as appropriate to carry out their normal duties.

Post holders must not disclose personal, clinical or commercial information to any unauthorised third party; any such disclosure will be investigated and may lead to disciplinary action and possible dismissal.

These obligations are in line with common law duty, the Caldicott principles on patient data, the Data Protection Act, the Freedom of Information Act and other legislation which apply both during employment and after the termination of employment.

### Equality and Diversity

The post holder must comply with all Trust policies and procedures designed to ensure equality of employment and that services are delivered in ways that meet the individual needs of patients and their families.

The post holder must promote equality, diversity and human rights for all and treat others with dignity and respect. No person whether they are staff, patient or visitor should receive less favourable treatment because of their gender, ethnic origin, age, disability, sexual orientation, religion etc.

### Quality & Safety

Patient, service/facility user and staff safety is paramount at Hampshire Hospitals NHS Foundation Trust.

The post holder will promote a just and open culture to reporting of incidents and adverse events. To ensure the practice of self and others is at all times compliant with both the safeguarding children's policy and guidance and vulnerable adult's policy.

The post holder should be aware of current health and safety policies of the Trust. They must attend all mandatory health and safety training. They are also required to maintain a safe working environment for patients, visitors and employees and report any accidents or dangerous incidents promptly. They should use protective clothing and equipment where provided.

### Vetting & Barring Scheme

The Vetting and Barring Scheme was created to ensure that the Trust has the most robust system possible for preventing those who seek to harm children, or vulnerable adults, from gaining access to them through work or volunteering.

It is a criminal offense for someone Barred from regulated activity working with vulnerable adults or children to seek this employment. Any employer who knowingly pursues the employment of someone Barred from working with vulnerable adults or children are liable for prosecution.

### Infection Control

To ensure the practice of self and others is at all times compliant with infection control policy and procedures. Hand hygiene must be performed before and after contact with patients and their environment.

### Governance and Risk

Adhere to all Trust policies, procedures and guidelines. Follow professional and managerial codes of conduct as applicable

to the role. Take active steps to prevent theft or fraud in the workplace.

#### **Duty of Candour**

The post holder is also required to ensure compliance with the statutory 'duty of candour'. This is a legal duty to inform and apologise to patients if there have been mistakes in their care that have led to significant harm. It is aimed at helping patients receive accurate, truthful information from health providers achieving a wholly transparent culture.

#### **Safeguarding**

Employees must at all times treat all patients with dignity and respect and ensure that vulnerable adults and children are safeguarded from abuse and neglect within the provisions of the Trust's Policies.

#### **Training & Personal Development – Continuous Professional Development**

There is a requirement for all Trust Employees to take part in the annual appraisal process; this can be in the capacity of facilitating staff appraisals and participating in their own appraisal and development plan.

The post holder must take responsibility in agreement with his/her line manager for his/her own personal development this includes attending all Trust Statutory and Mandatory training allocated for the role.

In addition the post holder must be aware of their education responsibilities within their area of work. All Healthcare Professionals have a responsibility to support and educate students / trainees and other learners in practice.

#### **Sustainability and Carbon Reduction**

Every member of staff is encouraged to take responsibility for energy consumption and carbon reduction and is expected to incorporate the agenda of sustainability, carbon and health in their daily work.