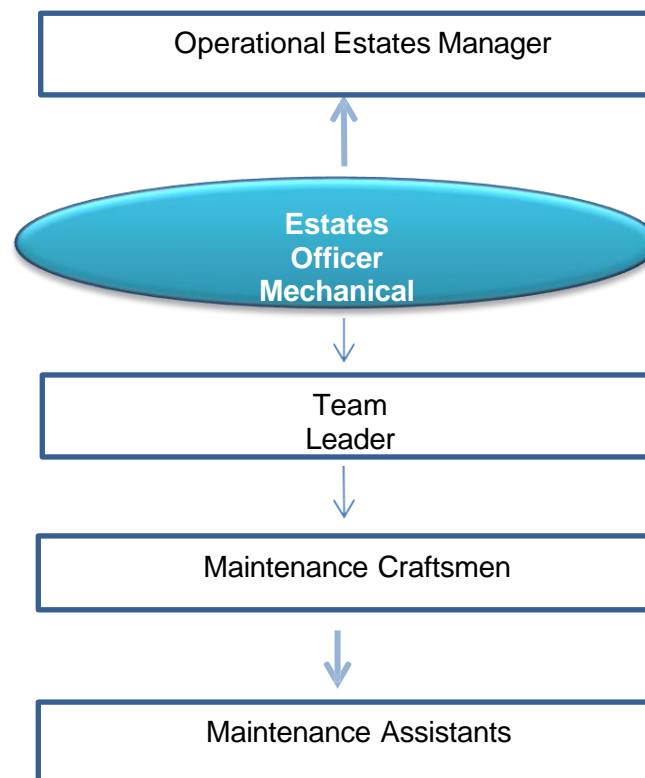


# Welcome to the Countess of Chester

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## Estates Officer-Mechanical Band 6



### Your Opportunity

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This opportunity is to join the Estates Management team delivering a planned, coordinated, and pro- active maintenance service and to support the overall objectives of the Trust.

You will be an integral part of the team and will provide a wide range of duties to manage, support and assist the Estates Department. You will be qualified to the appropriate level with a building services mechanical trade background. You will be responsible for organising and managing planned and reactive maintenance alongside out-sourced service contract providers within a complex estate.

The list below is to outline the main duties involved; however this is subject to change and will vary within the given role. We ask all employees to be flexible in their role, to always ensure we are giving a safe, secure and pleasant environment for patients, staff and visitors together with excellent care.

**General  
Responsibilities**

1. You will manage, monitor and co-ordinate operationally all mechanical engineering systems and work activities including ordering materials and services, planning work and addressing backlog maintenance issues and deal directly with suppliers and their representatives.
2. You will ensure compliance with relevant current legislation, NHS guidance, health and safety standards, codes of practice and regulations.
3. You will support the Operational Estates Manager on all aspects of mechanical engineering services and systems ensuring compliance and that those activities are carried out in the most cost effective and efficient way either through retained staff or external contractors.
4. You will monitor and review mechanical engineering services and the planned preventative maintenance system to ensure that statutory and mandatory compliance is achieved.
5. You will manage, develop, co-ordinate and maintain documentation, registers and log books for mechanical engineering services including Health & Safety, Risk Assessments and method statements.
6. You will monitor compliance in specialist areas of work e.g. medical gases, ventilations, gas and steam boiler plant, heating and domestic hot water services.
7. You will assist the Head of Estates in achieving departmental budget objectives. You will have delegated budget responsibility for a particular budget (e.g. backlog revenue budget) and will make decisions regarding this including authorising invoices etc. , and reporting on progress etc.
8. You will have responsibility for proposing, implementing and reviewing departmental policies/practices.
9. You will provide out of hours emergency call out services as and when required in accordance with the on call rota.
10. The post holder will be expected to identify the training needs of Estates staff and develop programmes facilitating their delivery to meet legislation and represent the Trust working with outside agencies, HSE inspectors, fire authorities, environment agency etc. to ensure compliance.
11. The post holder will support service development and will actively promote and lead on opportunities to redesign service delivery.
12. You will provide professional/technical advice and best practice guidance to Ward and Department staff for all mechanical engineering services.
13. You will play a key role in the promotion and development of a safe working culture within the department including:
  - Continual monitoring that safe working practices are being adopted.
  - Ensure meaningful risk assessments take place and are applied properly.
  - Reviewing of Risk assessments.
  - Contribute to Directorate risk register including mitigation and solutions.
  - Active participation on safety committees and working groups.
  - Working closely with Trust and external safety professionals to achieve a safe environment for all persons entering or using Trust Buildings and services.
  - Update and maintain asset registers.
  - Mechanical services management.
  - Medical Gas Pipeline systems management

**General responsibilities  
(continued)**

14. You will be responsible for the maintenance of records, quality of service and maintenance quality.
15. You will be responsible for establishing and maintaining the roles and validation of Competent Persons who may be employees of the Trust or appointed contractors.
16. You will be responsible for monitoring the performance and continual improvement of all maintenance staff and external contractors and take responsibility for providing effective leadership. This will mean ensuring that the highest level of Estates services is developed and maintained, checking works are completed.
17. You will have an active role in HR processes as regards the management of employees e.g. carrying out appraisals, dealing with attendance, grievance, performance, disciplinary issued up to and including hearing/decision making level.
18. You will act upon Trust values promoting continuous improvement and creating a culture and working conditions where staff are encouraged and supported.

**Education, Development and Improvement  
Responsibilities**

1. You will be responsible for your own compliance, and the staff reporting to you, in the appraisal and performance process which will include, but is not limited to, maintaining a professional portfolio and creating an agreed personal development plan.
2. You will be responsible for ensuring you maintain up to date skills and knowledge within your area to maintain awareness of any professional issue and to distribute this through your team.
3. You will actively participate and engage in the development within the department.
4. You will have an understanding of the relationship of other colleague's work to your own for both personal development and to meet the needs of the service.

**Leadership  
Responsibilities**

1. You will be responsible for the day-to-day operational activities of the Estates Department. This will include the technical and managerial control of directly employed staff and specialist contractors carrying out day to day responsive work including planned preventative maintenance.
2. Your role will principally be to organise/ directly manage and monitor all Estates activities and employees, to ensure compliance with statutory and legislative requirements.
3. You will ensure that sound internal controls, safe processes, working practices and risk management strategies are in place to safeguard patients, staff and visitors.
4. You will be a representative of Estates Management at meetings.

# Person Specification

	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>HNC/HND or Degree in Building Services or a Mechanical Engineering related discipline or an equivalent level of experience within Building Services Engineering</li> <li>Recognised apprenticeship or equivalent in a building services or a mechanical related discipline.</li> </ul>	<ul style="list-style-type: none"> <li>PSSR Regulations</li> <li>Steam Raising Boiler Plant experience</li> <li>Authorised Person qualifications Ventilation, Medical Gas</li> <li>First Aid at work</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Expert knowledge of Mechanical services.</li> <li>Thorough knowledge and understanding of Health and Safety Legislation, Codes of Practice etc.</li> <li>Extensive installation management experience.</li> <li>Good financial acumen.</li> <li>Good computer literacy and IT skills.</li> <li>Ability to problem solve.</li> <li>Ability to motivate and lead staff.</li> <li>Adaptability and willingness to participate in the Estates Officer on call rota</li> </ul>	<ul style="list-style-type: none"> <li>Thorough understanding of Health Technical Memorandum and the statutory and mandatory requirements therein.</li> <li>Recognised management qualification.</li> <li>Experience of working in a hospital environment.</li> <li>Experience of staff development/human resource management.</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good written and verbal communication skills.</li> <li>• Ability to analyse and apply judgement skills illustrating the ability to interpret complex information and make informed decisions.</li> <li>• Conscientious, flexible and able to perform under pressure.</li> <li>• Positive, can-do attitude</li> <li>• Evidence of ongoing personal development.</li> </ul>	<ul style="list-style-type: none"> <li>• MEWP (Mobile Elevating Work Platform) Training</li> </ul>
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## Occupational Health

	<b>What You Need</b>	<b>Conducted By</b>	<b>Essential</b>
<b>Health Screening</b>	Paper documentation & Health Assessment	Occupational Health Nurse	Yes
<b>Maintenance Staff Immunity Required</b>	<ul style="list-style-type: none"> <li>• Hepatitis A</li> </ul>	Occupational Health Nurse	Yes – Vaccination recommended

Please note that the above may vary dependent on job role and risk assessments. Should you need further clarification please contact the Occupational Health Department on 01244 365045

## Our Culture

### Our vision

We will improve the lives of our community and provide excellence in health and care, through partnership and innovation.

### Our values

Our Trust values and behaviours guide the way we do things. Our values are:

- **Safe:** Avoiding harm and reducing risk to all
- **Kind:** Considerate and non-judgemental
- **Effective:** Consistently maximising resources to deliver excellent and reliable care.

### Our behaviours

We expect our staff to demonstrate the following behaviours:

