

Job Description:
Mechanical and Electrical Apprentice

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| Function: | Hard FM Healthcare |
| Position:  | Building & Fabric Apprentice  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): |  |
| Additional reporting line to: |  |
| Position location: | Royal Stoke University Hospital (PFI Site) |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * Supporting the Hard FM estates team in the safe operation and maintenance of all plant, equipment and installations within the hospital estate.
* The apprenticeship will aim to provide the necessary skills required to maintain the Building & Fabric maintenance services, operational equipment and Building Infrastructure. Complying with permits to work systems on specialist and critical equipment within the PFI hospitals as defined but not limited to those set out in HTM00 to HTM05 and any associated statutory and mandatory legislation.
* Under supervision, the postholder will gain skills and experience aligned with statutory and HTM guidance. The role includes hands-on learning of internal doors, partitions, fixtures, fire safety features, finishes, and minor building works in a live healthcare setting.
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY13: | €tbc | EBIT growth: | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | tbc |
| Net income growth: | tbc | Outsourcing growth rate: | n/a | HR in Region  | tbc |
| Cash conversion: | tbc |
| Characteristics  |  |

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Learning how to Exchange, interpret, analyse and calculate complex information and communicate to specialists and non-specialists
* Gaining Knowledge of the principles, concepts and standards associated with Building Energy Management Systems
* Develop specialist skills and experience within the Healthcare maintenance environment.
* Collect all data and information necessary to analyse all aspects of the service in relation to estate management, taking into account legislation and future direction of legislation, health and safety, Trust and Sodexo policy. To use data and information in complex forms to bench mark, fault find, predict and analyse system failures.
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Assist with reactive and planned preventative maintenance (PPM) across building fabric and joinery systems.
* Support the installation, repair, and maintenance of (list not exhaustive):
	+ Internal fire doors (HTM 05-02)
	+ Skirting, architraves, handrails
	+ Cubicles, wardrobes, fixed furniture
	+ Partition walls and paneling
	+ Floor coverings and decorative surfaces
	+ Internal and External building fabric
* Follow instructions, technical drawings, and safety regulations under supervision.
* Learn about fire stopping, compartmentation, and infection-controlled environments in relation to joinery works.
* Ensure work areas are clean, safe, and compliant with infection prevention measures (Trust policy & HTM 00).
* Maintain tools and materials safely and efficiently.
* Use IT systems (e.g., CAFM, tablet logging) for recording maintenance data.
* Attend mandatory and optional training as required.
* This role is multi-disciplined and will incorporate several different trades and specialist disciplines which are associated with healthcare environment. These are listed but not limited to the below.
* Assisting in the annual statutory maintenance program which involves shutting areas down to carry out maintenance which could not be performed whilst the areas are occupied.
* Review of daily/weekly/quarterly/yearly validation test results in line with current guidance documentation and AE recommendations.
* Comparison and utilisation of technical documents as issued by the Department of Health.
* Complete Schedule 46 & Group 3 applications in line with our contractual obligations.
* Provide support for the Hard FM Engineers in gathering information on parts ready for ordering in an efficient process.
* Acquire the ability to Interpret technical terminology used in building fabric infrastructure.
* The safe operation and maintenance of all plant and equipment within the PFI Hospital site. Carrying out a wide range of repairs and new works to a high standard. Working on own initiative when applicable or as part of a team.
* Support the Engineering Management team to ensure contractual response and rectification times are met. Producing the required support documentation reports to meet contractual requirements.
* Work towards undertaking Authorised Person and or Competent Person responsibilities in relation to specified systems.
* Ensuring services comply in accordance with the Project Agreement, legislative, statutory and HTM requirements.
* Develop the skills required to ensure cost effective delivery of a Planned Preventative Maintenance Service.
* The management of a reactive maintenance service during both normal operating hours and outside operating hours of the hospital.
* Provide technical and professional support to all staff, colleagues, Engineering Supervisors and to Trust officers to develop a “team” approach.
* To represent Hard FM in applicable working groups for ensuring compliance with all relevant Health & Safety Legislation and site-specific Health, Safety and Welfare policies.
* Maintain formal and informal communication with Trust managers related to services activities/ working group. Develop good working relationships with clinical and non-clinical staff at all levels
* Gain understanding and ability to use IT systems on site which include the CAFM and BMS systems to provide, monitor and report data within the Quality Assurance and other management reporting systems.
* Take on any additional training which will help to further the apprenticeship.
* Learn how to Provide technical engineering advice and support for the maintenance of equipment, fabric and utility services for the PFI estate
* Gain the ability to effect fault diagnosis on plant and equipment of a more complex nature.
* Ability to affect a hands-on approach when required as well as having the ability to listen and learn from peers.
* Co-operate with the helpdesk team and ensure the return of completed worksheets in a timely fashion.
* Ensuring a safe working environment and safe systems of work are followed.
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Communication & Relationships Skills
* Knowledge, Training & Experience
* Analytical & Judgemental Skills
* Planning & Organisational Skills
* Patient/ Client Care
* Financial and Physical Resources
* Policy/Service Development
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| * Proven interest in the engineering industry
* Confident capable individual able to assess situations
* Self-motivated and able to adapt to changing priorities
* Enthusiastic.
* Able to demonstrate an aptitude for problem solving using a logical approach
* Confident and logical under pressure but must understand urgency and respond accordingly
* Prepared to work overtime if required.
* Attend external and internal courses as required
* Good understanding of Health and Safety.
* Reporting writing skills.
* Must be computer literate.
* Must be able to demonstrate good verbal and written communication skills with good level of mathematical skills
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| Desirable:* Relevant experience in a maintenance/engineering environment.
* Previous experience within a Health Service context
* Ability to demonstrate self-motivation and drive.
* Any specialist knowledge relevant to the health care environment.
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Growth, Client & Customer Satisfaction / Quality of Services provided
 | * Leadership & People Management
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| * Rigorous management of results
 | * Innovation and Change
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| * Brand Notoriety
 | * Business Consulting
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| * Commercial Awareness
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| * Employee Engagement
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| * Learning & Development
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| 9. Management Approval – To be completed by document owner |
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| Version | Version 1 | Date | May 2019 |
| Document Owner | Isaac Banks |

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| 10. Employee Approval – To be completed by employee |
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| Employee Name |  | Date |  |

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