

Job Description: Authorised Person Decontamination

Function:	Healthcare
Job:	AP Decontamination (Band 7)
Position:	AP Decontamination (Band 7)
Job holder:	
Date (in job since):	12/11/2025
Immediate manager (N+1 Job title and name):	Deputy Head of Estates / Decontamination Manager
Additional reporting line to:	O&M Manager
Position location:	Manchester University NHS Foundation Trust

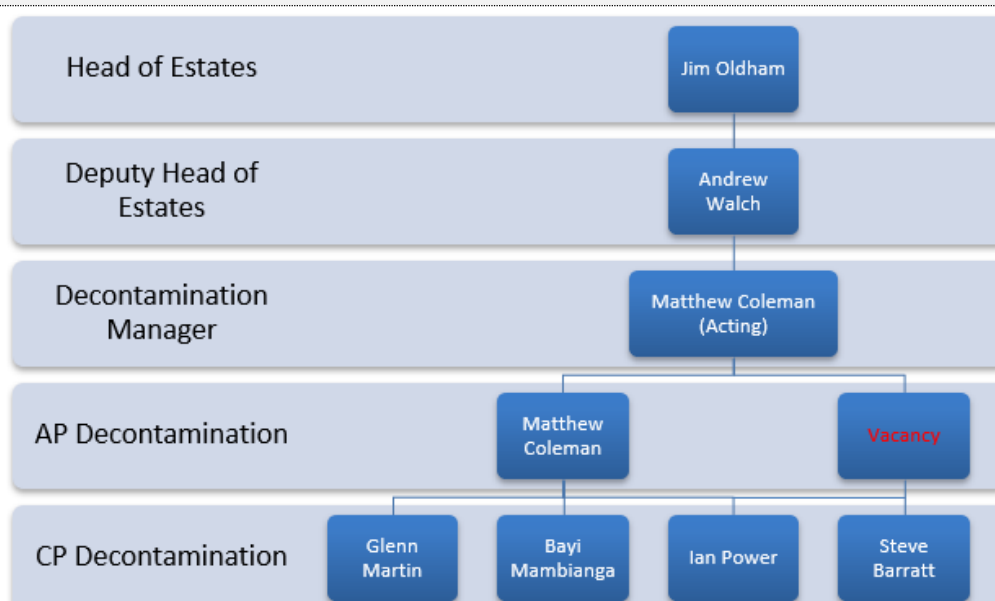
1. Purpose of the Job – State concisely the aim of the job.

- The AP Decontamination will be accountable to the Deputy Head of Estates / Decontamination Manager for the operation and maintenance of engineering plant, equipment and services within the full range of Trust properties. He / she will have specific responsibilities for plant equipment and services as detailed below.

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:	EBIT growth:	Growth type:	Outsourcing rate:	Region Workforce:
	EBIT margin:			
	Net income growth:		Outsourcing growth rate:	HR in Region:
	Cash conversion:			
Characteristics				

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.



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.

- Statutory and Mandatory Compliance to the Decontamination Standards relative to Healthcare
- Support of Sub Contractors & Specialist Services (Permit to Work Process)
- Maintaining an operational Decontamination service to ensure there are no gaps in service delivery to the Trust and avoid Availability Deductions
- Interaction with Trust
- Interaction with Lifecycle Services Provider

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Manage the equipment, plant and services associated with the Decontamination and Sterilisation systems site wide ensuring that all operational and maintenance procedures are undertaken in accordance with relevant legislation.
- Manage the periodic inspection of pressure vessels, associated with the Decontamination and Sterilisation equipment, to ensure compliance with the Pressure Systems Regulations
- Manage Decontamination related issues across the estate ensuring compliance with current standards and guidance issued by the HSE
- Supervise & Support sub-contractors when undertaking periodic inspection & servicing of decontamination equipment / systems within FMC / CSB with permits and technical site knowledge
- Service Decontamination Manager with information / details of required parts's and equipment required for service delivery and continued operation of Decontamination systems.
- Undertake the duties of an Authorised Person for Decontamination (AP(D)) (see below)
- Manage major shutdowns to infrastructure services liaising with affected departments and operating permit to work systems as necessary for Decontamination Department.
- Manage external contractors engaged on maintenance and project works for Decontamination Department.
- Disseminate information regarding the operation of services and work under his / her control to the Deputy Head of Estates / Decontamination Manager as required
- Liaise and maintain good working relationships with Directorate managers and Staff across the site
- Brief and manage external consultants providing specialist professional services to the site
- Support both engineering and building colleagues and cover for them in their absence for the Decontamination Department
- Ensure that all works under their control are undertaken with due regard for Health and Safety and are in accordance with both legislation and codes of good practice.
- Ensure that statutory records, plant history and other estates information is complete and up to date (AP is not responsible for organising of periodic testing)
- Provide advice, guidance and assistance to external consultants and contractors engaged on capital works
- Participate in out of hours "On Call" roster as required including the provision of cover for absent colleagues for Decontamination Department.
- Liaise and work closely with the Deputy Head of Estates / Decontamination Manager for the direct labour force to ensure the effective use of resources
- Provide professional advice to the Deputy Head of Estates / Decontamination Manager
- Continuously update his / her knowledge of technical, legislative, and managerial developments relevant to estates management and Decontamination etc.
- Audit Reports / Documentation and report findings & remedial works to the Deputy Head of Estates / Decontamination Manager

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.

- Maintain and improve Stakeholder relationships
- Completion of all activities to contractual timescales
- Minimal levels of PMS and Unavailability deductions
- 100% Statutory Compliance

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- Qualified to a minimum of HNC level or equivalent in a mechanical engineering discipline
- Qualified as an Authorised Person (Decontamination)
- Appointed as a Competent Person (Decontamination)
- Have a minimum of 5 years' experience in the maintenance of mechanical and / or electrical building services
- Minimum of 2 years' experience in the operation, maintenance and management of steam raising plant
- Have a broad working knowledge of electrical and / or mechanical engineering
- Have an in-depth knowledge of Buildings, Health & Safety regulations and other legislation affecting their work
- Good written and verbal communication skills with the ability to write reports
- Computer literate with the ability to use Microsoft Office software etc. to write reports
- Ability to formulate and manipulate databases
- Ability to plan and programme works to achieve best value
- Ability to manage, prioritise and plan own workload and deliver work within required time scales
- Decision making ability
- Higher qualifications or more extensive relevant experience

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

▪ Growth, Client & Customer Satisfaction / Quality of Services provided	▪ Leadership & People Management
▪ Innovation and Change	▪ Training Opportunities
▪ Brand Notoriety	
▪ Commercial Awareness	
▪ Employee Engagement	
▪ Learning & Development	

9. Management Approval – To be completed by document owner

Version	3	Date	12/11/2025
Document Owner	Matthew Coleman		

