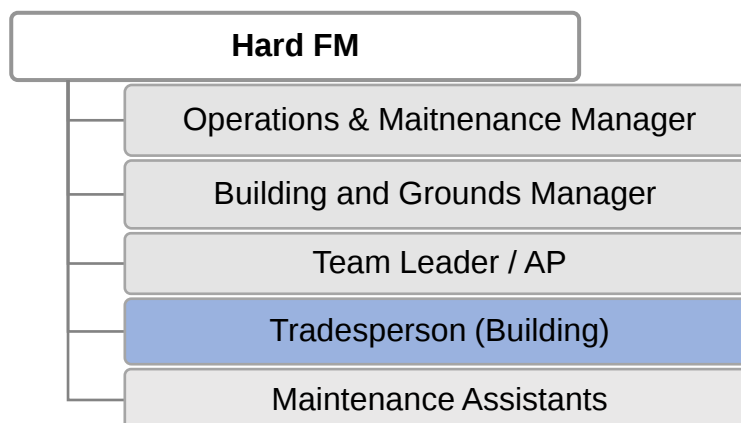


JOB DESCRIPTION

Job Title:	Oxford Road Campus Estates Tradesperson – Higher Level (Building)
AfC Band:	5
Directorate/Service:	Hard FM
Accountable To:	Team Leader / AP
Responsible To:	Building and Grounds Manager
Base Location:	Oxford Road Campus, Manchester
On-Call Requirement:	Yes

Organisational Structure



Job Summary

Provide a comprehensive joinery service to all wards and departments in a multi-disciplined environment, ensuring compliance with Sodexo/Trust safety standards and procedures.

Key Role and Responsibilities

Main Duties & Responsibilities

You will assist with providing a comprehensive joinery service to all wards and departments in a multi-disciplined environment, ensuring compliance with Sodexo/Trust safety standards and procedures. You will be part of the Hard FM team providing Joinery services, ranging from office areas, clinical spaces, circulation spaces and external areas. You will be confident and understanding of the healthcare environment, and willing to learn processes which aid the ability to work in a live environment.

- Provide a professional robust estates maintenance and repair service within Oxford Road Campus, Central Manchester.
- To ensure that the properties are maintained in accordance with the service level agreements and to the appropriate quality and standards expected.
- To maintain a high-quality environment for both clinical and non-clinical staff, patients and visitors.
- Provide technical advice to other estates staff and contractors to ensure compliance with safety standards and procedures.
- To assist, plan and organise operational maintenance for Sodexo / the Trust under guidance.
- Review and develop maintenance procedures including maintenance programmes for new equipment and regulatory changes.
- Provide estates assistance across the site as required for resilience and as instructed by senior staff.
- Participation in the on-call rota.

Operational Maintenance

- Participate in the provision of an Estates service primarily undertaking day-to-day reactive repairs, planned maintenance, installation and minor improvements.
- The post holder will be required to carry out small works as required. Plan, set out, manufacture, assemble, erect and install new works utilising relevant drawings, specifications, instruments, machinery, tools and equipment. Test, certify and commission services and equipment upon completion.
- When required, liaise with Soft FM teams when co-ordinating works as required.
- Work in close liaison with Estates staff and supervisors to maximise efficiency of the service through collaborative working practice, which includes providing cover as required.
- Undertake a full range of reactive works of complex plant, equipment and services following both manufacturers and local procedure guidelines in a timely manner.
- To ensure that an adequate supply and security of materials are sourced efficiently and at best value in accordance with Trust procurement policy.
- Ensure safe systems of works and associated permits are adhered to at all times where applicable.
- Carry out maintenance, repairs and installation on a full range of Estates Structural and Fabric components/elements with minimum supervision throughout site.

- They shall be working on a range of structural components in the Trust's building portfolio, and fault finding on a wide range of structural elements and equipment including roads and footpaths, walls, floors, ceilings, windows, doors, roofs, fire compartmentalisation and associated elements, complex window locking and gearing systems.
- The post holder will comply with national statutory standards as well as Sodexo / Trust safety standards and procedures.
- To undertake tasks such as patch plastering, glazing, plastic wall cladding, locksmith tasks, refitting ceiling grills.
- Manufacture, assemble, erect and install new carpentry and joinery installations work as required.
- Use own initiative, knowledge and experience when designing, quantifying, manufacturing and installation of carpentry and joinery installations, complex locking systems and equipment in accordance with current guidance and legislation.
- Maintain, repair complex locking systems including electronic, digital and high security-controlled drugs cabinet locks.
- Checking of fire doors.
- Completion of follow-on jobs through iPad.
- Undertake regular out of hours on-call duties as part of the on-call team to ensure that emergency repairs occurring outside of normal working hours are attended. Including emergency recall to work in accordance with SLA's. This requires operating as an autonomous professional with full site responsibility out of hours.
- From time to time, you will be expected to work overtime to carry out emergency repairs or general maintenance as required by management.
- The post holder will be expected to drive Sodexo vehicles as and when required.

Communications and Relationships

- The post holder must conduct themselves in a professional and respectful manner at all times.
- Uphold and promote Trust values.
- Consultation and engagement with all stakeholders including Directorate Managers, Clinicians, Service Providers, PFI Partners, Sub-contractors etc to explain complex information relating to estate tasks and operational matters as necessary.
- The post holder must at all times carry Sodexo communication devices (iPads, two-way radios, mobile phones, pagers) to facilitate an immediate response to emergencies.
- Identify and report any high-risk activity or service failures to your line manager and participate in the risk assessment process accordingly.
- Participate in various working groups as required to fulfil the role as listed in the main duties.
- The post holder may be required to work with alternative trades.

- Identify and report to the line manager any items of equipment that may require replacement or repair.
- Advise colleagues, contractors, staff, patients and visitors on any restrictions on plant and services as required.
- Working alongside the other departments of the Hard FM team plus clinical colleagues across the hospital, you will need to be able to form professional relationships and communicate with them at all levels in a courteous and professional manner.
- You may be required to lead the situation with regard to health and safety and risk to ensure the environment is isolated until deemed safe to safeguard staff, patients and end users. You may be required to advise and assist external contractors to enable successful completion of works.
- The post holder will, on a regular basis communicate technical and operational information to both individual and groups.
- The post holder will be required to liaise and work with other trades/disciplines regularly including external agencies as part of a multi-disciplined team.
- The post holder will be expected to communicate regularly with Estates staff, Senior Management and clinical staff. It is expected the post holder will be able to communicate technical issues to senior management to ensure any service line disruptions are minimal.
- The post holder will regularly communicate information around the job they are completing to clinical staff which may not always understand the technical nature of works.
- The post holder will be expected to work in both non-clinical and clinical environments, including working regularly in areas where there is patient contact. For example, repairs to bedside drugs cabinets, behind bed crash rails, behind bed window locking systems.

Knowledge, Training and Experience

- The post holder will have a full range of knowledge and training underpinned by practical experience to fulfil the duties as described to Level 3 vocational qualification in the relevant discipline.
- Undertake continuous personal and technical development to maintain the competency levels required of the post.
- To respond in an emergency situation i.e. lift entrapment, fire alarm activation. Training will be given as required.
- To follow all the Sodexo / Trust Policies and Safe Working Procedures
- The post holder will be required to undertake health and safety training as well as attending any other suitable training that maybe required for them to undertake to develop and maintain the skills and knowledge to undertake the role.
- To undertake and participate in any additional training deemed necessary/relevant to the post as required.

Analytical and Judgmental Skills

- Carryout proposed works on estates systems to ensure they are completed safely and meet the required standards. Assess working and maintenance situations in order to affect the best and safest solution whilst taking into consideration the impact it will have on the surrounding environment and people including the staff, end users and the Trust / Sodexo as a whole.
- Interpret and work from works instructions, engineering drawings and technical specifications.
- Ensure situation (including isolating area) remain safe for worker, staff, and end users at all times.
- Ability to use electronic app in order to receive, prioritise and complete tasks via the job allocation system. Report further actions/follow up.
- The post holder will be expected to make decisions/judgements involving complicated situations where expertise in the field is required.
- The post holder will be able to use the knowledge gained during their training to make a judgement on what is necessary to ensure a good outcome for the service line and wider organisation.
- The post holder will be expected to understand, interpret, judge and make decisions involving complicated situations and equipment.
- They shall need to fault find, maintain and install on a range of complex systems such as the fitting, maintaining, repairing and re-keying of security locks including electronic, digital and cabinet locks.
- Design, manufacture and installation of joinery services, in accordance with current Health Technical Memorandum (HTM) guidance.

Planning and Organisational Skills

- Plan and organise complex activities including schedule interruptions of activities to carryout maintenance safely and with minimal disruption to operational service.
- May assist in co-ordination of contractors for maintenance activities.
- Assist technical staff in the analysis of planned and reactive maintenance procedures and working methods.
- You will need to organise, prioritise and manage planned and reactive maintenance jobs allocated to you.
- The post holder will participate fully in the job allocation system, completing timesheets and job dockets and providing all relevant information on a Personal Device provided by Sodexo.
- Using a Sodexo device, assess workload and co-ordinate with other members of the estates team, as well as informing a team leader when new equipment is required or when non-stock supplies are required.
- Responsible for sourcing correct and suitable parts for repairs and replacements.
- Report levels of non-stock items in sub-stores to the relevant team leader.
- The post holder shall be able to work efficiently with minimum supervision.

Physical Skills

- Ensure that appropriate tools are available to undertake your duties.
- Required to assist other estates operatives as required.
- Prior to the use of fine tools, machinery or equipment, visually inspect and carry out pre-use checks to meet safety requirements. Report any defects to your line manager.
- Manipulation of fine tools and equipment safely and with accuracy.
- May be required to work at height, underground ducts etc. as required.
- Your day will consist of periods of time in confined spaces, kneeling or lying prone next to potential hazards – high water temperatures, chemicals, human waste and contaminated bodily waste which need to be constantly monitored, reviewed and re-assessed.
- Frequent periods which require you to re-evaluate your environment and safety of self and others, particularly when working outside in inclement weather.
- Ability to problem solve at short notice to maintain safety and reduce risk of escalation. Working at height with the same potential hazards but also the risk of injury to self and/or others if needed to evacuate in the event of an emergency situation. Working may be required in restricted and confined spaces.
- Knowledge and use of PDAs and other computer systems is essential.

Responsibility for Patient Care

- The post holder may be required to work within patient care/occupied areas; privacy and dignity must be adhered to at all times in accordance with Trust policy.
- Being mindful of the impact of working in the vicinity of patients and staff. You should be aware that you will be working in a clinical environment and will witness patients in various stages of their illness, treatment and recovery.
- Awareness of safety of vulnerable patients where there is a locked ward/area. Ability to communicate effectively with the patient and the staff on ward. Maintain security when using access pass to enter and leave the area.

Responsibility for Policy/Service Development

- Propose changes to protocols and procedures for own areas of work.
- Contribute to policy development as and when required.

Responsibilities for Financial and Physical Resources

- Installation and/or repair of physical assets
- Maintains and Repairs Trust property and equipment in a safe and timely manner.
- Maintain and repair additional assets as required under service level agreements.
- Duty of care towards tools, plant and equipment used to carry out the role.

Responsibilities for Human Resources

- May be required to supervise contractors as required to complete estates PPM, reactive tasks and small works.
- Evaluate works and provide training to staff and contractors as required.
- Required to undertake Sodexo & local inductions, appraisals, training and any personal developments required for this role.

Responsibility for Information Resources

- The post holder must at all times carry Sodexo communication devices (iPads, two-way radios, mobile phones, pagers) to facilitate an immediate response to emergencies.
- The post holder will be required to utilise computer software/ CAFM (Maximo) system to produce and create work activity, tasks and reports as required. Training will be provided.
- Record personally generated information to create reports, documents or drawings as required.
- Use of handheld PDA/tablet will be required.
- To complete dockets, timesheets, log books as directed.

Responsibility for Research and Development

- Ability to research appropriate standards, guidance and manufacturers literature appropriate to the work activity.
- Undertake condition surveys and testing of new equipment

Freedom to Act

- Managed works will be covered by maintenance procedures, standards and guidance.
- To undertake lone worker duties in accordance with Sodexo / Trust policies and local risk assessments.
- To work with minimal supervision and set their own working priorities during periods of minimal supervision.

Physical Effort

- The post holder will undertake frequent, moderate physical effort for several long periods of time. Frequent periods of walking around site, movement and lifting tools, materials, fixtures & fittings. May be required to exert intense physical efforts for short periods.
- May be required to move heavy/light equipment,
- On completion of works, ensure that the work area is maintained in a safe, secure and tidy manner.
- The post holder may be required to provide a gritting service/ external works as required.
- The post holder must have the ability to diagnose and repair faults on electronic equipment by manipulation of fine tools, e.g. soldering iron, fine screw drivers.
- Working may be required in restricted spaces and areas.

Mental Effort

- Work patterns may be unpredictable, and work may require prioritisation.
- Concentration will be required for fault finding, inspections etc.
- Ability to work under pressure and deal with disruptions in an event of an emergency.
- The post demands high levels of concentration with frequent distractions.
- Working in live patient areas, which can mean working under pressure to ensure critical systems are operational.
- The post holder will be required to work with mechanical and hand tools.
- Frequent requirement for prolonged concentration when working with metal and machinery.
- Frequent interruptions due to bleep calls, radios, mobile phones to attend to emergencies, e.g. patients locked in toilets, staff locked out of offices.
- Mobile elevating work platforms, powered access equipment, specialist plant and machinery after passing suitable training.

Emotional Effort

- Staff may be required to work within mental health facilities; appropriate training for be given.
- You could be exposed to emotionally distressing or traumatic situations, e.g., patients on ward, work within mortuary, theatres etc.
- Exposure to emotional or distressing situations is rare/occasional.
Dealing with contractors & clients when difficulties arise causing unpleasant language and behavior.
- May be exposed to pressure due to operational demand.
- The post requires indirect working to patients on life dependency systems.
- The post holder must be empathetic and respectful of all stakeholders and be understanding that other staff are also working under highly stressful situations.

Working Conditions

- Working in difficult & unpleasant conditions (direct exposure to dirt, dust, smell, noise) that can be unpredictable and dangerous, when required, for surveys, audits, inspections or when contract works require supervision. This can include plant room, boiler houses, service ducts, drains, sewerage, fumes and waste compounds.
- Maybe required to handle dangerous substances such as acids and other cleaning chemicals (COSHH).
- May be required to work with contaminated equipment and building services i.e. waste disposal and sluices.
- The job requires working in adverse weather conditions and working outside.
- Job holders are required to work in various restricted areas e.g., mortuary,

theatres, plant rooms, ceiling voids, interstitial voids, and ducts.

- Occasional exposure to high temperatures up to 120°F in plant rooms and highly unpleasant working conditions e.g., drains, hot dirty ducts.
- Occasional requirement to work in confined spaces after appropriate training and in accordance with Sodexo's Operating Procedures.
- Will be requested to work out of hours on occasion including over time and on-call by scheduled rota which may involve unsociable hours.

Health & Safety

- The Post Holder will work in accordance with all Sodexo / Trust policies and procedures.
- Attends induction and regular mandatory update training on risk management policy and procedures.
- Report all accidents/incidents and ensure that all relevant documentation is complete.
- Take a proactive role in the management of risk in the work environment. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- Participate in the promotion of safety, well-being and interests of patients in the ward area.
- Assist in the investigation of accidents and dangerous occurrence within the department.
- Carry out all work in accordance with the department's generic Risk Assessments and non-generic Risk Assessments as and when required.
- Use all relevant tools, machinery and equipment to comply with current Health & Safety Legislation. Fully understand all relevant general Health & Safety issues appertaining to the relevant trade discipline.
- To work regularly in hazardous areas taking all safety measures to prevent danger, avoid injury and prevent damage to equipment.
- You have a personal responsibility to support your department/ward/clinic in reducing hospital acquired infection. You must comply with Sodexo / the Trust's policies on infection, prevention and control and maintain your competency to effectively discharge your responsibilities. You must bring deficiencies to the attention of your manager.

Appendix / General & Corporate Responsibilities

The below details all the standard Trust requirements which must be incorporated within the role.

Infection Prevention
Employees will adhere to all Sodexo / Trust Infection Control policies and procedures which are relevant to the post and undertake any appropriate mandatory training. All colleagues will ensure that advice is sought from the infection control team as required and appropriate action is taken to minimise cross infection.
Safeguarding
Sodexo / The Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. You will be expected to fulfil your mandatory safeguarding training at the level applicable to this role.
Health and Safety
Employees must act in accordance with the Health & Safety at Work Act 1974, and subsequent legislation, under which they must take reasonable care to avoid injury to themselves and to others who may be affected by their work activities. Employees are required to co-operate with Sodexo / Trust in meeting statutory requirements. Employees must not intentionally or recklessly interfere with, or misuse anything that is provided in the interest of the health, safety and welfare of colleagues, patients, and the general public.
Confidentiality and Data Protection
Employees are required to uphold the confidentiality of all records held by the Sodexo 'The Trust, whether patient records or Trust information. Unauthorised disclosure of any confidential information, or that covered by the Data Protection Act may result in disciplinary action.
Equality and Diversity
All colleagues are required to understand the equality and diversity commitments and statutory obligations under the Equality Act 2010. You must act in ways that support Equality, Diversity, and Inclusion (EDI) and recognise the importance of people's rights in accordance with legislation, policies, frameworks, procedures, and good practice. Colleagues must recognise and report any behaviour that undermines equality under Sodexo /Trust policy and further EDI activity by: eliminating discrimination, harassment and victimisation

- advancing equality of opportunity between people who share a protected characteristic and those who don't.
- fostering good relations between people who share a relevant protected characteristic and those who don't.
- understanding the impact of policies, services and practice on people with different protected characteristics

Code of Conduct

Colleagues that have a national Code of Conduct are expected to adhere to that Code and failure to do so could result in disciplinary action being taken. Colleagues who do not have a regulatory body are expected to conduct themselves in a professional manner and in line with Sodexo / Trust values and policies at all times.

Leadership and Development

We believe our colleagues play a vital role in delivering excellence, and that everyone has the ability to demonstrate leadership and make a difference. As a member of our team, we expect you to adhere to Sodexo / Trust values, to improve outcomes for patients, customers and service users across the system. In return we provide a range of development opportunities that help you to realise your potential and reach your professional best.

Flexibility

This job description is not intended to be exhaustive, and it is likely that duties may be altered from time to time, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.