

Job Description: Multi-Skilled Operative



Function:	Sodexo Government - Facilities Management
Position:	Handy Person/Contractor Escort
Job holder:	TBC
Date (in job since):	n/a
Immediate manager (N+1 Job title and name):	Maintenance Supervisor – Ian Moyle
Additional reporting line to:	Deputy Head of Maintenance – Gary Savage
Position location:	HMP Northumberland

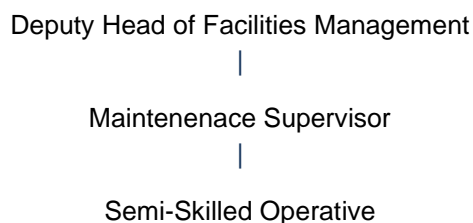
1. Purpose of the Job

Carry out a wide range of maintenance and repairs to support HMP Northumberland. This position requires basic knowledge of building services, electrical / mechanical components as well as safety codes and regulations. The role involves escorting and working with external contractors.

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.

- Administration actions will be completed accurately and in a timely way and will satisfy all appropriate audit requirements.
- Team members will be supported effectively.
- Management information provided accurately and within specified deadlines.
- All records maintained accurately and completed within specified legal requirements where appropriate and in accordance to any prison service order and instructions where applicable
- To work in accordance with all Sodexo policies and procedures

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.

- Maintain, and repair various equipment and parts, benefitting to the good upkeep and infrastructure of HMP Northumberland. This position requires basic knowledge of building services and low-level DIY repairs and maintenance. There will be opportunities to assist other trade groups in routine tasks.
- The work of a Handy Person and Contractor Escort can often be physically demanding, and employees may need to crawl, climb, and stand for extended periods of time and therefore, a level of physical robustness is required. Must also be able to operate power tools and be responsible for tool security.
- Be professional, motivated and enthusiastic to work independently and as part of a wider team.
- Be prepared and motivated to undergo training, such as a 'locksmith's course' or Fire Door Maintenance Course to assist maintenance requirements across the site.

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

- Perform general repairs and maintenance across building services.
- Inspect and make improvements the resident decency standards.
- Repair and replace building fixtures and fittings.
- Escort Contractors across the site.

6. Accountabilities

- Escort specialist contractors and work beside them as required.
- Carry out work to relevant trade standards.
- Ensure Health and Safety policies are always adhered to.
- Undertake duties, as required, that contribute to the effective operation of the prison.
- Participate in 'out of hours call out procedures' on an "On Call" rota system and take appropriate response action.
- Work in accordance to Sodexo's policies and procedures

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

- High level of inter- personal skills
- Have a positive approach to Health and Safety
- Proactive, systematic approach to tasks.
- Ability to work to correct time schedules and deadlines.

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

<ul style="list-style-type: none"> ■ Working with others 	
<ul style="list-style-type: none"> ■ Planning & Organising 	
<ul style="list-style-type: none"> ■ Resilience 	
<ul style="list-style-type: none"> ■ Continuous Improvement 	
<ul style="list-style-type: none"> ■ Results Orientated 	

9. Management Approval – To be completed by document owner

Version	1.0	Date	23/01/2023
Document Owner	Tony Lynn		