

Job Description:   
Estates Assistant

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| Function: | | | | Hard FM Healthcare | | | | | | | | |
| Position: | | | | Painter | | | | | | | | |
| Job holder: | | | | Vacant x1 | | | | | | | | |
| Date (in job since): | | | |  | | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | | Reece Jones – Building Supervisor  James Banner – Building & Fabric Manager | | | | | | | | |
| Additional reporting line to: | | | |  | | | | | | | | |
| Position location: | | | | University Hospital of North Staffordshire PFI | | | | | | | | |
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| 1. Purpose of the Job – State concisely the aim of the job. | | | | | | | | | | | | |
| * Completion of contractual documents, ensuring financial success of the contract is maintained. * Support for the Hard FM team in maintenance within the hospital estate. Establishing efficient and effective compliance review procedures. | | | | | | | | | | | | |
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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. |
| The main difficulties to face with this job along with the regulations, guidelines and practices to adhere to are:   * The exchange, interpretation, analysis and calculation of complex information whilst communicating with specialists. * Have specialist skills and experience within a maintenance environment. |

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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * The Painting and maintenance of the hospital on reactive maintenance & PPM tasks. * Completion of contractual documents to accurately apportion costs incurred during maintenance works on site. * Submission of accurate stock count on a monthly basis. * Undertake Competent Person responsibilities in relation to specified systems. * Ensuring services comply in accordance with the Project Agreement, legislative, statutory and HTM requirements. * Provide technical and professional support to all staff, colleagues, Engineering Supervisors and to Trust Officers in order to develop a ‘team’ approach. * To represent Hard FM in applicable working groups for ensuring compliance with all relevant Health and Safety Legislation and site specific Health, Safety and Welfare policies. * Maintain formal and informal communication with Trust Managers related to service activities / working group. Develop good working relationships with clinical and non-clinical staff at all levels. * Completion of service specific on the job training. * Provide technical advice and support for the maintenance of external fabric for the PFI estate. * Provision of guidance and advice to colleagues in order to develop skills and improve effectiveness. * Co-operating 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 at all times. |

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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 substantial experience within a similar role. * Self-motivated and able to adapt to changing priorities. * Able to demonstrate an aptitude for problem solving using a logical approach. * Confident and logical under pressure but must understand urgency and respond accordingly. * Attend internal and external courses as required. * Good understanding of Health and Safety at Work Regulations. * Reporting writing skills. * Must be able to demonstrate good verbal and written communication skills with a good level of mathematical skills. * Relevant driving license. * Demonstrating maturity in working with multi-disciplined trade groups |
| Desirable:   * Previous experience within a Health Service context * 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 |
| |  |  | | --- | --- | | * Growth, Client & Customer Satisfaction / Quality of Services provided | * Leadership & People Management | | * Rigorous management of results | * Innovation and Change | | * Brand Notoriety | * Business Consulting | | * Commercial Awareness |  | | * Employee Engagement |  | | * Learning & Development |  | |

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| 9. Management Approval – To be completed by document owner |
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| 10. Employee Approval – To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |