SINGLE CORPORATE SERVICES

Estates & Facilities Directorate

Job title:	Estates Officer Mechanical Operations	***To be completed by HR*** *Job Reference Number*
Reporting to:	Estates Compliance and Systems Manager	
Accountable to:	Deputy Director of Estates & Facilities	
Pay Band:	6	

As part of the Single Corporate Service, this role is a designated site-based role however the post holder will be part of the Corporate Service team which provides a service across both Isle of Wight NHS Trust and Portsmouth Hospitals University NHS Trust.

As the single corporate service will be delivered across both organisations, individuals may be required to undertake business travel between sites. The frequency and arrangements will be discussed on an individual basis and the staff mobility local agreement will apply.

For our leaders managing staff across multi-site locations, they will need to be visible and provide in person leadership. The arrangements and frequency will be agreed locally.

Job purpose

To be responsible for specialist mechanical engineering services across the Trust estate, including water quality and safety, steam systems, ventilation, Building Management Systems (BMS), medical gases and other mechanical systems and infrastructure within the remit of the hospital buildings and grounds.

To provide specialist management and assurance on all aspects of Estates and Facilities compliance, ensuring that patient, staff and visitor environments are safe, secure and compliant with relevant statutory and mandatory legislation, Health and Safety Executive regulations, Department of Health/NHS guidance, codes of practice, technical guidance and Trust policies.

To undertake these duties in a way that supports the safe, effective and efficient operation of the estate and contributes to a positive patient experience.

To participate in the development and implementation of departmental policies and procedures, supporting the Estates Department in maintaining compliance with relevant legislation, guidance and recognised standards.

Job summary

The post holder will be required to lead on aspects of Estates and Facilities compliance relevant to mechanical engineering services, in accordance with statutory regulations, Department of Health/NHS guidance, Health Technical Memoranda and relevant national specifications and standards.

The post holder will exchange complex technical information with Trust staff and contractors, ensuring that the requirements and standards applicable within a healthcare environment are clearly understood. This will include commissioning CAD drawings and specifying the standards of work required to comply with relevant legislation, guidance and technical standards.

Working closely with Operational Estates managers, the post holder will ensure that planned maintenance activities are undertaken in accordance with statutory requirements, Department of Health/NHS guidance, best practice and relevant industry standards, supporting the delivery of a compliant operational estates function.

The post holder will interpret water microbiological results, including those relating to Legionella, Pseudomonas and other waterborne pathogens, and undertake relevant Authorised/Appointed Person responsibilities in accordance with the requirements identified within the Person Specification. They will work with the Trust's infection prevention and control function, including the Director of Infection Prevention and Control (DIPC), as appropriate.

The post holder will undertake appropriate training to maintain the qualifications and competencies required for relevant Authorised/Appointed Person duties and will attend applicable Trust safety groups, acting as a specialist within their field.

The post holder will undertake condition surveys of mechanical installations and systems, including monitoring and recording service load profiles where required, and provide technical reports to support plant replacement and maintenance programmes.

The post holder will manage, develop, co-ordinate and maintain relevant mechanical engineering compliance documentation, registers and logbooks to provide evidence of statutory and technical compliance.

Organisational Chart



Specific Core Functions

Lead on Estates and Facilities compliance relevant to mechanical engineering services, in accordance with statutory regulations, Department of Health/NHS requirements, Health Technical Memoranda and relevant national specifications and standards.

Exchange complex technical information with Trust staff, contractors and other relevant parties, ensuring that the reasons for the standards required within a healthcare environment are clearly understood. This will include commissioning CAD drawings and specifying standards of work required to achieve compliance.

Work closely with Operational Estates managers to ensure that planned maintenance activities are undertaken in accordance with statutory requirements, Department of Health/NHS guidance, best practice and relevant industry standards, contributing to the delivery of a compliant operational estates service.

Provide compliance reports and data as required, including information relating to relevant Freedom of Information (FOI) requests processed through the Trust FOI lead.

Work closely with Health and Safety colleagues and other governance leads to ensure that relevant clinical and non-clinical compliance requirements are appropriately integrated within Estates and Facilities activities.

Interpret water microbiological results, including those relating to Legionella, Pseudomonas and other waterborne pathogens, and undertake relevant Authorised/Appointed Person responsibilities for water systems within the Trust estate.

Work with the Trust's Infection Prevention and Control function, including the Director of Infection Prevention and Control (DIPC), as appropriate in relation to water safety and associated risks.

Undertake appropriate training and maintain the qualifications and competencies necessary to fulfil relevant Authorised/Appointed Person responsibilities identified within the role.

Attend relevant Trust safety groups and provide specialist mechanical engineering advice and guidance within the post holder's areas of responsibility.

Work closely with Trust and external safety professionals to support a safe environment for patients, staff, visitors, contractors and others using Trust premises and services.

Maintain relevant asset information, planned preventative maintenance records and associated compliance systems and documentation within the remit of the role.

Undertake condition surveys of mechanical installations and systems, including monitoring and recording service load profiles where required, and prepare technical reports to support maintenance and plant replacement programmes.

Assist with the co-ordination and management of relevant capital schemes within the post holder's specialist field, liaising with project managers, contractors and other stakeholders to support delivery to the required quality, programme and technical standards.

Train and supervise Trust staff and contractors within the post holder's own specialist healthcare engineering fields, as appropriate to their qualifications, competence and areas of responsibility.

Provide appropriate cover for other Estates functions where required and within the post holder's competence and area of responsibility.

The post holder may be required to return to work in support of major incidents or emergency situations in accordance with Trust arrangements.

Participate in the Estates Service Duty Engineer arrangements as required.

Manage, develop, co-ordinate and maintain documentation, registers and logbooks for all mechanical engineering maintenance including:

- Health & Safety
- Risk assessments and method statements
- Lifts and lifting equipment
- Pressure systems
- Decontamination systems
- Medical Gas Pipeline Systems

Play a key role in the promotion and development of a Safe Working Culture within the department including: -

- Incorporation of safe working procedures
- Continual monitoring that safe working practices are being adopted
- Ensuring meaningful risk assessments take place and are applied properly
- Risk assessments are reviewed appropriately
- Contributing to the Directorate Risk Register
- Provision of advice to other directorates where appropriate
- Active participation on safety committees and working groups
- Working closely with Trust and outside safety professionals to achieve a safe environment for all persons entering or using Trust premises and services
- Maintain Asset Register and PPM System/Software

The post holder will be required to train and supervise Trust staff and contractors in own fields of specialist Healthcare field, Water, Lift, Pressure systems, Medical Gases.

Key Responsibilities

Communication and Working Relationships

- The post holder will be providing and receiving complex, sensitive or contentious information, where persuasive, motivational, negotiating, training, empathic or re-assurance skills are required. This may be because agreement or cooperation is required or because there are barriers to understanding and/or providing and receiving highly complex information.

Analytical and Judgement

- Judgements involving complex facts or situations, which require the analysis, interpretation, and comparison of a range of options.

Planning and organising

- Planning and organisation of a number of complex activities or programmes, which require the formulation and adjustment of plans.

Physical Skills

- The post requires developed physical skills to fulfil duties where there is a specific requirement for speed or accuracy. This level of skill may be required for advanced or high-speed driving; advanced keyboard use; advanced sensory skills or manipulation of objects or people with narrow margins for error, or the post requires highly developed physical skills, where accuracy is important, but there is no specific requirement for speed. This level of skill may be required for manipulation of fine tools or materials.

Patient Client Care

- Provides general non-clinical advice, information, guidance or ancillary services directly to patients, clients, relatives or carers.

Policy and Service Development

- The post holder is responsible for the implementation of policies for a team/department and proposes policy or service changes which impact beyond own area of activity.

Financial Management

- The post holder is responsible for the purchase of some physical assets or supplies.

Management/Leadership

- The post holder provides advice or demonstrates own activities or workplace routines to new or less experienced employees in own work area.

Information Resources

- The post holder will regularly use computer software to develop or create statistical reports requiring formulae, query reports or detailed drawings /diagrams using desktop publishing (DTP) or computer aided design (CAD), or (c) responsible for maintaining one or more information systems where this is a significant job responsibility.

Research and development

- Regularly undertakes R&D activity as a requirement of the job, or regularly undertakes clinical trials, or regularly undertakes equipment testing or adaptation.

Freedom to Act

- Expected results are defined but the post holder decides how they are best achieved and is guided by principles and broad occupational policies or regulations. Guidance may be provided by peers or external reference points.

Physical effort

- There is an occasional requirement to exert moderate physical effort for several short periods during a shift.

Mental effort

- There is a frequent requirement for concentration where the work pattern is unpredictable, or there is an occasional requirement for prolonged concentration.

Emotional Effort

- Exposure to distressing or emotional circumstances is rare, or occasional indirect exposure to distressing or emotional circumstances.

Working conditions

- Occasional exposure to unpleasant working conditions, or occasional requirement to use road transportation in emergency situations, or frequent requirement to use road transportation, or frequent requirement to work outdoors, or requirement to use Visual Display Unit equipment more or less continuously on most days.

Person Specification

Criteria	Essential	Desirable	*How criteria will be assessed*
Qualifications	Degree level qualification in mechanical engineering or equivalent qualification and level of knowledge acquired through equivalent experience. A willingness and ability to undertake further study to enable the post holder to gain additional authorising experience/qualifications. Specialist training in NHS Estates related subjects Evidence of CPD Essential Authorised Person for Piped Medical Gas System Authorised Person for water systems	Confined spaces training Relevant Health & Safety qualification	Application Form/Interview

	Authorised Person for Lifts Management Diploma (ILM) or equivalent Qualifications and experience of working with sterilisers, washer disinfectors and other decontamination equipment Hold a current valid driving license to drive 4-wheel vehicles including cars / van		
Experience	Have relevant estate/facilities experience Have supervisory / management experience Good communication skills at all levels, across all disciplines Able to place purchase orders for materials & services Preparation of technical reports and specifications IT computer/keyboard skills Able to work under pressure often in difficult circumstances		Application Form/Interview
Knowledge	Computer programmes including 'Microsoft Office Suite' and other Estates related software High level of Mechanical Installation techniques and standards Sound knowledge of trade principles and practice Understanding of contracts and statutory standards Sound understanding of Health & Safety legislation	Construction (Design & Management) Regulations (CDM)	Application Form/Interview

	Familiarity with NHS technical documents, British Standards, regulations, legislation, and codes Project/contract management Understanding of the construction process Familiarity with the Lifting Equipment; Lifting Operations and Lifting Equipment Regulations 1998 Familiarity with the Pressure systems; Pressure Systems Safety Regulations 2000 Familiarity with HTM02-01 Medical Gas Pipeline Systems Understanding of NHS standing financial instructions and standing orders Excellent Negotiating Skills Knowledge of • Asbestos regulations • Fire regulations • Working at Heights regulation • CDM Regulations System management and development Computer Aided Design software package (CAD)		

Compliance statement to expected organisational standards.

To comply with all Trust Policies and Procedure, with particular regard to

- Risk Management
- Health and Safety
- Confidentiality

- Data Quality
- Freedom of Information
- Equality Diversity and Inclusion
- Promoting Dignity at Work by raising concerns about bullying and harassment
- Information and Security Management and Information Governance
- Counter Fraud and Bribery

The Trust has designated the prevention and control of healthcare associated infection (HCAI) as a core patient safety issue. As part of the duty of care to patients, all staff are expected to:
Understand duty to adhere to policies and protocols applicable to infection prevention and control.

- Comply with key clinical care policies and protocols for prevention and control of infection at all time; this includes compliance with Trust policies for hand hygiene, standards (universal) infection precautions and safe handling and disposal of sharps.
- All staff should be aware of the Trust's Infection Control policies and other key clinical policies relevant to their work and how to access them.
- All staff will be expected to attend prevention and infection control training, teaching and updates (induction and mandatory teacher) as appropriate for their area of work, and be able to provide evidence of this at appraisal.

- To perform your duties to the highest standard with particular regard to effective and efficient use of resources, maintaining quality and contributing to improvements.

- Ensure you work towards the Knowledge and Skills Framework (KSF) requirements of this post. KSF is a competency framework that describes the knowledge and skills necessary for the post in order to deliver a quality service.

- Your behaviour will demonstrate the values and vision of the Trust by showing you care for others, that you act professionally as part of a team and that you will continually seek to innovate and improve. Our vision, values and behaviours have been designed to ensure that everyone is clear about expected behaviours and desired ways of working in addition to the professional and clinical requirements of their roles.

- Ensure you adhere to and work within local and national safeguarding children legislation and policies including the Children Act 1989 & 2004 , Working Together to Safeguard Children 2013, 4LSCB guidance and the IOW Safeguarding Policy.

- Ensure you adhere to and work within the local Multiagency safeguarding vulnerable adults policies and procedures

- Ensure that you comply with the Mental Capacity Act and its Code of Practice when working with adults who may be unable to make decisions for themselves,

- Ensure that you maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff development and training.
- Respect the confidentiality of all matters that they may learn relating to their employment and other members of staff. All staff are expected to respect conform to the requirements of the Data Protection Act 1998, including the responsibility to ensure that personal data is accurate and kept up to date

- If your employment is to a post that requires you to be registered with a professional body, the continuation of your employment is conditional upon you continuing to be registered with the appropriate professional body. The Trust will require evidence of current registration.

- Proactively, meaningfully and consistently demonstrate the Trust Values in your everyday practice, decision making and interactions with patients and colleagues.

- Perform any other duties that may be required from time to time.

This job description may be altered, from time to time, to meet changing needs of the service, and will be reviewed in consultation with the post holder.