

JOB DESCRIPTION

JOB DETAILS	
Job Title	Estates Officer (Electrical)
Reports to	Senior Estates Officer (Electrical)
Band	Band 6
Department/Directorate	Estates & Facilities Department

JOB PURPOSE
<p>The post holder has managerial, professional and technical responsibility for the day to day operational management of a comprehensive maintenance service, including new works and delegated capital projects being undertaken by directly employed labour or contractors for all Trust premises and those covered by service level agreements with other trusts.</p> <p>Reporting directly to the Senior Estates Officer (Electrical) this post has professional responsibility for the Electrical Services on the whole Trust Estate and for providing specialist and professional advice to staff, peers, senior managers and contractors on matters relating to Trust electrical services.</p> <p>The post holder will be required to work as part of the Estates Operational Team and together with the Building & Mechanical Officers specifically responsible for the provision of the Estates Service to the Royal Devon & Exeter Hospital and all associated Trust properties</p>

KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES
<p>Operational Estate Management</p> <ol style="list-style-type: none"> The post holder is responsible for the provision of effective operational estates services in accordance with current best practice and risk management techniques, and within available resources. Manage Estates operations and maintenance services across the Trust and other organisations under service level agreements. This will include management of a wide range of services including: <ul style="list-style-type: none"> Maintenance of the Trust's Estate. Emergency, contingency and continuity planning. Statutory and mandatory compliance. Health and safety, and risk management Technical services. Electrical Services & Equipment Take a lead role, and named Authorised Person for the day to day operations accountable to the Trusts Duty Holder for: <ul style="list-style-type: none"> Passenger & Goods/Bed Lifts – HTM 08 Authorised Person Pneumatic Tube System – HTM 08 Authorised Person Electrical Services Low Voltage – HTM 06 Authorised Person Electrical Services High Voltage – HTM 06 Authorised Person Fire Systems & Associated Electrical Equipment Emergency Lighting Building Management System (BMS – Trend) Minor Works electrical Nurse Call Systems

- Security/Access Control/CCTV
- IPS/UPS
- Theatre Lighting/Pendants
- Qualifying Manager for Trust's accrediting body for electrical installations (NICEIC)
- Electrical Team Line Manager
- Operational Cover & Support
- Apprentice Management for Electrical Apprentices

4. Respond to out of normal hour's emergency calls and ensure that the appropriate follow-up action is taken as soon as possible
5. Responsible for appropriate input on relevant estate aspects of meeting the PLACE targets and the quality of the patient's environment.
6. Manage, monitor and co-ordinate electrical operations and maintenance activities with appropriate arrangements in place for the delivery of responsive and effective estates services including electrical 'out of hours' on-call service and emergency contingency plans in support of patient care.
7. To be responsible for all delegated matters affecting the control, procurement and management of estate services.
8. The management of electrical estate staff, revenue resources and stores within the available funding and delegated works ensuring that maintenance, minor works and any delegated capital works meet safety standards, statutory compliance and that activities are carried out in the most cost effective and efficient way either through in-house staff or external contract.
9. Advise on electrical engineering works concerning any problematic areas, non-compliance with statutory or mandatory regulations and risks to business continuity in respect of the estate.
10. Manage the development of technical and manpower resources for the electrical department to achieve satisfactory and effective Estates and Facilities services management.

Governance and Risk Management

11. Investigate and respond to complaints received from patients, visitors, staff and members of the public, regarding electrical estates services and prepare formal responses as required, including Datix actions and responses.
12. Responsible for ensuring the estates function operates within relevant statutory and Trust policies, procedures and regulations relating to health & safety at work issues and risk management; and that sound internal controls, safe processes, working practices to safeguard the Trust and its assets for all relevant responsibilities.
13. Ensure relevant and effective risk management procedures and protocols are developed and implemented. Contribute to risk management where necessary within the Trust.
14. Responsible for delegated electrical services in terms of directing, managing and monitoring activities to ensure compliance with statutory and legislative requirements, in accordance with HTM guidance and best practice.

Capital Management

15. Manage minor and delegated major capital projects as and when required by the Trust, in accordance with relevant guidance and best practice.

16. Manage the appointment of external specialist consultants and subsequently brief, liaise and control their work to ensure key targets are met.
17. Undertake feasibility studies, option appraisals, cost planning and contribute to the preparation of business cases especially in connection with any electrical infrastructure.
18. Identify maintenance needs and prepare programmes of work (for inclusion in the Estate Investment Plan).

Property management

19. Responsible for the preparation of schedules of condition, dilapidation surveys and reports for electrical services and the associated equipment with prioritised investment programmes to ensure business continuity of hospital facilities.
20. Maintain up to date maintenance plans for third party occupiers under leases, licences or service level agreements and participate in income generation via the provision of estates services to new client groups.

KEY WORKING RELATIONSHIPS

The post holder is required to deal with and forge effective working relationships with staff of all levels throughout the Trust, external organisations and other public bodies as and when they encounter on a day to day basis.

Internal: Trust Board, Executive Directors, Non-Executive Directors, Governors, Divisional Directors, Clinical Directors, Senior Managers, Clinicians, Patient Representative Groups, Comms Team, Finance, Facilities, Estates, Ward and Departments, staff representatives and Hospital Staff.

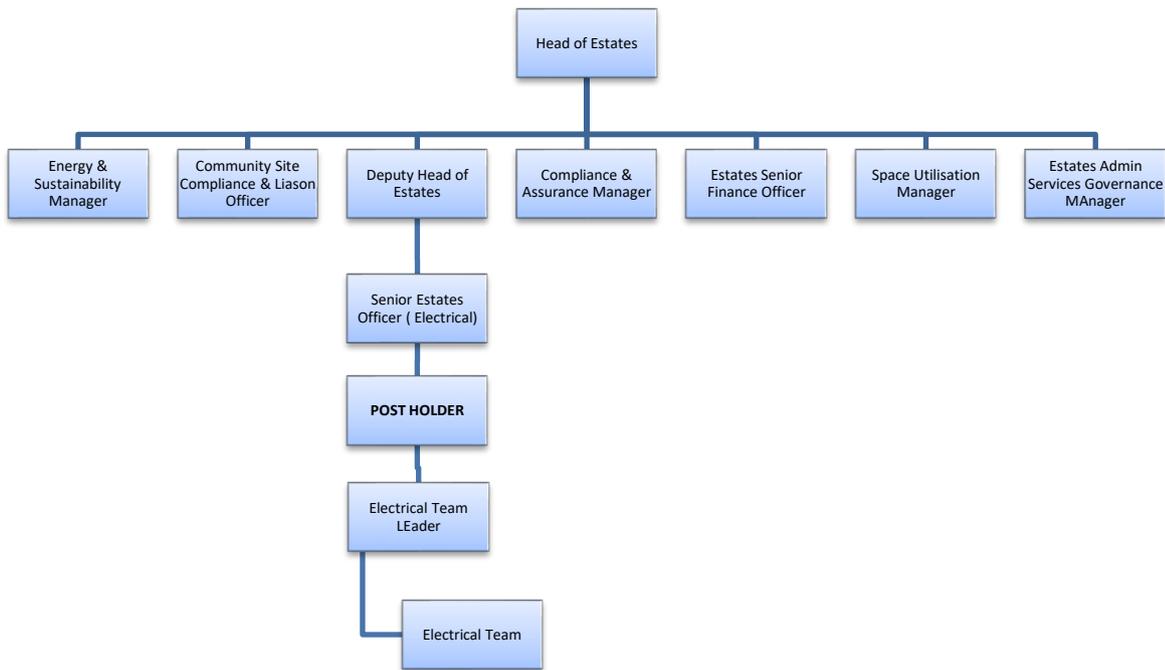
External: NHS Property Services, other NHS Trusts/providers, The Health and Social Care Information Centre, Local Planning Departments, Property and Design Consultants, Contractors, Government Agencies, Local Enforcement Agencies (HSE / EHO) and National Associations.

No. of Staff reporting to this role: 1 – Electrical Team Leader

Of particular importance are working relationships with:

Internal to the Trust	External to the Trust
<ul style="list-style-type: none"> • Clinical Directors • Cluster Managers • Ward Managers • Immediate Work Colleagues • Estates & Facilities Management Team • Estates Staff • Infection Control 	<ul style="list-style-type: none"> • Contractors • Consultants • Design Teams • Appointed Engineers • Members of the Public

ORGANISATIONAL CHART



FREEDOM TO ACT

- Works autonomously within delegated levels of authority.
- Maintain high professional standards and explore opportunities to develop practice.
- Interpret policy, strategy, standards and legislation related to clinical accommodation.
- Use managerial and judgemental skills to analyse highly complex situations and formulate appropriate solutions/responses.
- Be responsible for organising own, and that of the team, workload, prioritising to meet the needs of the Trust.
- Ensure appropriate risk control measures are in place with estates risks identified, managed, mitigated where possible, resolved or escalated.

COMMUNICATION/RELATIONSHIP SKILLS

- Provide absence cover and support for other Estates Officers as required
- Work as a key member of the Estates and Facilities operations management team to identify and implement service improvement projects using lean methodology and change management techniques
- Analyse complex and specialist technical information and communicate clearly and authoritatively to both internal and external Stakeholders
- Ensure high levels of confidentiality are maintained when dealing with staff and contractual information and issues which influence decision making
- Conduct negotiations with external consultants, contractors and suppliers.

- Maintain a good working relationship with other team members within the wider organisation and have the ability to share and advise on complex technical issues.
- The post holder will have incidental contact with service users while duties are carried out within the hospital and day centre environments.
- Promote a team approach and encourage staff innovation, integration, involvement, change management and improvement at all levels including effective methods of communication.
- Work with Nursing and Infection Control staff in the prevention and control of Healthcare Associated Infections through the maintenance of the electrical systems in accordance with the Health Act 2006 (The Hygiene Code).
- Establish mechanisms for communications with both internal and external stakeholders for implementing effective communication strategy for all allocated minor works projects.

ANALYTICAL/JUDGEMENTAL SKILLS

- Ensure that robust mechanisms are in place to regularly monitor and report performance for all estate's activities within the electrical department with regular reports for expenditure, performance and compliance.
- Working as part of a multi-disciplinary team, support the development of robust and compelling business cases.
- Analyse and interpret complex contracts, cost schedules and reports and develop options for best delivery route and outcomes taking into account legislation, regulations and guidance.
- Manage operational estates records including as-fitted drawings, maintenance manuals, service records, statistical returns, Estates Return Information Collection (ERIC), performance reports, controlled documents, logbooks, policies and procedures.
- Produce regular performance and status reports ensuring that the electrical department achieve key performance indicators (KPI's) including budgets, emergency call outs, maintenance response times, energy consumption, capital recharges, statutory compliance, etc.

PLANNING/ORGANISATIONAL SKILLS

- Ensure the Trust's estate and assets are maintained to best practice as indicated in Health Building Notes and Health Technical Memoranda and actively contribute to the Trust's delivery of the key strategic priorities and objectives.
- Formulate costed maintenance plans for all sites, buildings and specialist electrical systems aligned to the Trusts clinical strategy.
- Deliver against objectives, achieve quality outcomes and work to tight deadlines

PATIENT/CLIENT CARE

- Assist patients and visitors via incidental contact with regard to the provision of feedback on estates services and working methods

POLICY/SERVICE DEVELOPMENT

- To ensure the Trust's estate and electrical assets are maintained to best practice as indicated in Health Building Notes and Hospital Technical Memorandums and actively contribute to the Trust's delivery of the key strategic priorities and objectives.
- Responsible for a range of policies in connection with estate maintenance options or minor new works aligned to the Trusts clinical strategy.
- Support the shaping and development of the Trusts Estate Strategy including site development taking account of all dependencies and infrastructure.
- Liaise with statutory external authorities and specialists regarding estate services.
- Responsible for electrical quality assurance and working towards continuously improving the quality of estates services.

FINANCIAL/PHYSICAL RESOURCES

- Responsible for ensuring controls are in place for estates maintenance, energy and utilities and delegated budgets and expenditure in compliance with the Trust's Standing Financial Instructions.
- Manage and monitor the operational delegated budgets maintaining effective budgetary control within approved allocations to deliver a balanced budget annually.
- Provide advice on all aspects of infrastructure investment in relation to electrical services, providing feasible and viable solutions.
- Management of delegated budgets, planning and forecasting expenditure, producing costs savings and improving value for money in line with the Trusts Standing Financial Instructions.
- Identify and deliver efficiencies for the CIP programme and monitor progress against agreed targets.

HUMAN RESOURCES

- Line manager for the electrical department providing support and guidance as required.
- Coach, develop and support members of the electrical department, including apprentices, delivering new and innovative practice across teams to ensure the continuous improvement in efficiency and effectiveness and the development of high standards.
- Manage recruitment and retention of team members in the electrical team, professional and technical development of staff, monitoring, annual training development plans, succession planning and undertaking individual performance and development reviews.
- Provide cover and leadership as line manager when required for the operational teams.
- Lead and actively manage a highly effective and responsive operational electrical team promoting a culture that recognises all users as customers through teamwork, staff innovation, flexibility, involvement, change management and improvement at all levels including effective methods of communication, team briefing (two-way) and liaison with other staff groups at all levels.
- Provide clear leadership, be a positive role model and actively promote the Trust's vision, strategic aims and values ensuring that all estates services are patient focused, high quality and meet the needs of nursing staff and user departments.

INFORMATION RESOURCES

- Post holder will be required to be familiar with and use PC/Laptop based computer software including Microsoft office, CAFM systems and other bespoke software to produce and create work activity, tasks and reports as required.
- Use of handheld PDA/tablet and mobile phone will be required to input maintenance and remedial work data.
- Ability to use PC/Laptop to raise procurement orders and authorise invoices, to update maintenance records, spreadsheets, timesheets, risk assessments, procedures, logbooks and other data bases.
- Use of electronic data to analyse trends and historic data
- Familiarity and use of the Building management system (Trend) as required.

RESEARCH AND DEVELOPMENT

- Provide regular information to support estate services via computer software systems (MICAD) for schedules of accommodation, programmes, performance, processes and procedures.
- Provide information for inclusion within ERIC returns, the Model Hospital, and for the Trust Premises Assurance Model (PAM).
- Ensure that data collected is analysed, reported by the team as appropriate and monitor the processing of data and information.

PHYSICAL SKILLS

- Utilise and review sensitive measurement tools and computer technology with a high degree of accuracy for building management systems, MICAD property database software and AutoCAD drawings.
- Produce high levels of timely documentation for contract management, maintenance management reporting and assessment of specifications.
- High level of activity required including walking, standing and sitting in order to visit and inspect all areas on multiple sites.

PHYSICAL EFFORT

- The post holder will undertake moderate physical effort for short periods of time. May be required to exert intense physical efforts for short periods.
- Will be required to work at height, underground ducts, within confined spaces as required
- Will be required to work in prone and awkward positions when accessing component parts on certain items of equipment and associated systems.
- Will occasionally be required to move heavy equipment over short distances and to adopt good manual handling techniques.
- Travel to and from external buildings and sites as required.

MENTAL EFFORT

- Work patterns could be unpredictable particularly due to unexpected breakdowns and work may require prioritisation.

- Concentration will be required for investigative and fault-finding processes and maintenance inspections etc.
- Ability to work effectively and efficiently under pressure dealing with disruptions in an event of an emergency.

EMOTIONAL EFFORT

- Exposure to emotional or distressing situations is considered rare/occasional.
- May be exposed to pressure due to operational demand.

WORKING CONDITIONS

- Office is open plan office with access to dedicated PC and associated accessories, required to visit attend, occasionally out of hours, noisy, busy, plant rooms & boiler houses

OTHER RESPONSIBILITIES

- Take part in regular performance appraisal.
- Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling
- Contribute to and work within a safe working environment
- You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection
- As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust's disciplinary policy) up to and including dismissal.

You must also take responsibility for your workplace health and wellbeing:

- When required, gain support from Occupational Health, Human Resources or other sources.
- Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
- Follow the Trust's health and wellbeing vision of healthy body, healthy mind, healthy you.
- Undertake a Display Screen Equipment assessment (DES) if appropriate to role.

APPLICABLE TO MANAGERS ONLY

Leading the team effectively and supporting their wellbeing by:

- Championing health and wellbeing.
- Encouraging and support staff engagement in delivery of the service.
- Encouraging staff to comment on development and delivery of the service.
- Ensuring during 1:1's / supervision with employees you always check how they are.

DISCLOSURE AND BARRING SERVICE CHECKS

- This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check.

GENERAL

This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.

Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.

Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E's track record of excellence in research, teaching and links to the university with NDHT's innovation and adaptability.

<p>PERSONAL ATTRIBUTES</p> <ul style="list-style-type: none"> • Strong leadership, negotiation, communication and influencing skills. • Team player with collegial working style and willingness to share responsibility. • High levels of stamina and ability to concentrate on the most complex and challenging issues for extended periods of time • Exemplary personal standards of conduct and behaviour. • Self-motivated, with high work standards for self and others with drive and resilience. • Highly developed verbal and written communication skills. • Ability to work constructively and communicate with a wide range of professionals and staff at all levels • Able to develop cost effective and straight forward systems to convey complex messages simply • A team leader who is resourceful, with the ability to drive change, inspiring and leading by example • Be able to work on own initiative with drive and enthusiasm 	<p>E E E E E E E E E E</p>	
<p>OTHER REQUIREMENTS</p> <ul style="list-style-type: none"> • Commitment to NHS and public service values of accountability, probity, openness and equality of opportunity. • Able to demonstrate clarity of thinking, plan and organise • Concentration and mental effort for prolonged periods whilst reading documents and providing clear guidance as a result • Ability to travel to other locations as required • The job involves visiting and inspecting clinical and non-clinical departments • Able to deal with occasional distressing or emotional circumstances dealing with staff grievance, disputes or unwelcome news to be imparted to staff both on a collective or individual basis • Reliable and flexible approach to work 	<p>E E E E E E E</p>	

WORKING CONDITIONS/HAZARDS		FREQUENCY (Rare/ Occasional/ Moderate/ Frequent)			
		R	O	M	F
Hazards/ Risks requiring Immunisation Screening					
Laboratory specimens	N				
Contact with patients	N				
Exposure Prone Procedures	N				
Blood/body fluids	Y	X			
Laboratory specimens	N				
Hazard/Risks requiring Respiratory Health Surveillance					
Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate)	Y	X			
Respiratory sensitisers (e.g isocyanates)	N				
Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel)	N				
Animals	N				
Cytotoxic drugs	N				
Risks requiring Other Health Surveillance					
Radiation (>6mSv)	N				
Laser (Class 3R, 3B, 4)	N				
Dusty environment (>4mg/m3)	Y		X		
Noise (over 80dBA)	Y	X			
Hand held vibration tools (=>2.5 m/s2)	N				
Other General Hazards/ Risks					
VDU use (> 1 hour daily)	Y				X
Heavy manual handling (>10kg)	Y	X			
Driving	Y		X		
Food handling	N				
Night working	Y	X			
Electrical work	Y			X	
Physical Effort	Y	X			
Mental Effort	Y		X		
Emotional Effort	Y	X			
Working in isolation	N				
Challenging behaviour	Y	X			