NHS Grampian

NHS Grampian

**Job Description**

# *SECTION 1*

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| *JOB IDENTIFICATION* |  |
| **Job Title:** | Estates Upholsterer |
| **Department(s):** | NHSG Maintenance and Technical Services (Estates) |
| **Location:** | Foresterhill Campus |
| **Hours:** | 16hrs |
| **Grade:** | Band 3 |
| **Salary:** | (pro rata) per annum |
| **Contract:** | Permanent |

###### SECTION 2

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|  | **Job Purpose**  - the reason why the post exists. This should be a **brief statement**. It should not list all the tasks.  To carry out all upholstery repairs, with regards to all seating, couches, furniture and miscellaneous items, to ensure compliance with HAI controls within all NHSG buildings. |
|  | **Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant).  Head of Maintenance  I  Maintenance Manager ARI  I  Estates Officer - HAI Lead  I  Estates Supervisor (Building)  I  Upholsterer |

###### Please refer to appendix B(i) for definitions

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| **1** | **Communication and relationship skills**  **Provide and receive routine information to inform work colleagues, clients.**  Regular interaction with co-workers, supervisors and estates management.  Regular communication with Senior Ward/Departmental staff to arrange dates and times for access to patient areas.  Incidental contact with patients, visitors.  Completion of written Works Orders that clearly indicates status of tasks and accurate data for feedback into facilities management system. |
| **2** | Knowledge, training and experience **Range of work procedures and practices majority non-routine; intermediate level of theoretical knowledge**  Time served Upholsterer. |
| **3** | Analytical and judgemental skills **Range of facts or situations requiring analysis, comparison of range of options**  Problem solve any unforeseen issues and find solutions. |
| **4** | Planning and organisational skills **Plan, organise straightforward activities, some ongoing**  Prioritise and plans own maintenance activities – demonstrating the ability to use their own initiative, to undertake task efficiently..  Meets with departmental managers to jointly create action plans |
| **5** | Physical Skills **Highly developed physical skills accuracy important; manipulation of fine tools, materials**  Manipulation of a range of tools and equipment  Basic skills to use information technology, to operate such essential  digital systems, routinely used by trade’s operatives. |
| **6** | Responsibilities for patient/client care **Assist patients/ clients during incidental contacts/ provide non-clinical advice**  Incidental contact with patients. |
| **7** | Responsibilities for policy and service development implementation **Follow policies in own role, may be required to comment/ implement polices and propose changes to policies, procedures for own area**  Follows department policies, may comment/ proposes changes to protocols and procedures in the light of experience |
| **8** | Responsibilities for financial and physical resources **Installation and/ or repair and maintenance of physical assets**  Maintains and repairs all upholstery equipment, as per requirements. |
| **9** | Responsibilities for human resources **Day to day supervision**  No direct supervisory duties. Must possess the ability to work alongside fellow craft works, Maintenance Assistants, as well as cross-departmental colleagues. |
| **10** | Responsibilities for information resources **Record personally generated information**  Undertakes maintenance records, surveys and populates order forms for materials pertaining to maintenance tasks. |

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| **11** | Responsibilities for research and development **Undertakes surveys or audits as necessary to own work/ regularly undertake equipment testing**  Using experience advises supervisors/managers of materials required for specialist upholstery within NHSG buildings |
| **12** | **Freedom to act**  **Clearly defined occupational policies**  Works within maintenance procedures,  Self managed on tasks within departments. |
| **13** | Physical effort **Occasional/ frequent moderate physical effort for several long periods/ occasional requirement to exert intense physical effort for short periods**  Heavy repairs; moving equipment / seating (fixed and loose), all clinical examination couches, bariatric chairs and miscellaneous items. |
| **14** | **Mental Effort**  **Frequent concentration, work pattern predictable**  Prioritise and plans own maintenance activities  Meets with departmental managers to jointly create action plans Concentration for fault finding |
| **15** | Emotional effort **Exposure to distressing or emotional circumstances is rare/ occasional**  Occasional contact with seriously /terminally ill patients on wards. |
| **16** | Working conditions  |  | | --- | | **Occasional/ frequent to highly unpleasant conditions**  Upholstery adhesives and consumables.  High level noise e.g. when using compressor stapler.  Workshop environment | |

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| SECTION 4  Agreement section to the contents of the Job Description | | |
| All Employee(s) names in block capitals - (For regrading purposes only)  Line Manager name (in block capitals): | Signatures:  Signature:  IAN ESSLEMONT | Date:  Date:  8/09/2016 |

NHS GRAMPIAN

FACILITIES DEPARTMENT

### PERSON SPECIFICATION

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| The person specification should meet the demands of the job and comply with current legislation. Setting unnecessary standards may, for example, unfairly discriminate against one sex, the disabled or minority racial groups. Applicants should be assessed in relation to their ability to meet the real requirements of the job as laid down in the job description. |

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| POST/GRADE | Maintenance Craftsperson (Part Time Upholsterer) |
| LOCATION/HOSPITALS | All NHSG sites. |
| WARD/DEPARTMENT | Maintenance and Technical Services (Estates) |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | Completed a recognised apprenticeship in Upholstering. City & Guilds Cert or equivalent. | Educated to City & Guilds in relevant subject |
| Experience | Demonstrable extensive recent experience in upholstering services including all types of repair work | Upholstery experience  Familiar with other trades  Computer skills |
| **Special Aptitudes /**  **Abilities** | Able to articulate well, with good team, inter-personal, communication and training skills  Commitment to enhancing customer services  Displays an objective outlook, with proven problem solving techniques  Awareness of Health and Safety requirements | Evidence of formal Health and Safety training  Current full driving licence |
| **Disposition** | Enthusiastic and keen.  Well motivated.  Ability to communicate well with others and work as part of a team.  Well-mannered when dealing with other members of staff / public. | Contribute to the smooth running of the department. |

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| **Physical Requirements** | Physically fit and able to access all parts of the site.  Smart appearance. |  |
| **Particular Requirements of the Post** | Commitment to continually develop own skills.  Multi-tasking.  Prepared to acquire skills of other craftsperson’s.  Flexible – willing to participate in flexible working patterns & overtime. | Participate in the use of new technology as introduced to improve the provisions of Estates services for patient care. |

All Healthcare posts carry an element of risk. The following Risks have been identified as those most likely to be associated with this post.

Hand Arm Vibration – use of machinery, e.g. power tools, etc.

Substances Hazardous to Health – chemicals, dust, etc.

Electric Shock – Use of power tools, hidden services, working with electricity

Dermatitis – Use of chemicals, compost, weed killer, petrol etc.

Muscoskeletal Injuries – manual handling, lifting, handling, stooping stretching, twisting

Eye Injuries – Use of machinery e.g. abrasive wheels, pedestal drills, lathes’ etc. ejection of materials

Machinery Hazards – Compressor guns, Traps, Nips, Impact, Contact.

Noise – use of power tools,

Slips, trips & falls – uneven surfaces, wet conditions etc.

Cuts, lacerations – from general maintenance duties

Lone working – maintenance duties

Traffic – working near edge of roads, reversing vehicles, driving etc.

Fire / Explosion – Working with electricity, use of chemicals, storage of combustible material,

Asbestos – asbestos containing materials

HAI - MRSA entering identified barrier rooms to carry out maintenance duties

Radiation – unauthorised access to identified radiation areas