**NHS Grampian**

**Job Description**

**SECTION 1**

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| **JOB IDENTIFICATION** |  |
| **Job Title:** | Estates Officer, Operational Maintenance (Estates Electrical Lead) |
| **Department(s):** | Estates Department Facilities Directorate |
| **Location:** | Aberdeen Royal Infirmary |
| **Hours:** | 37.5 hours per week |
| **Grade:** | Band 7 |
| **Salary:** | £39,300 - £46,006 per annum |
| **Contract:** | Permanent |
| **Job Reference:** | KJ103340 |

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|  | **Job Purpose –**Professionally accountable for and responsible for delivery of Estates operational maintenance services within NHS Grampian. To directly manage and direct the work of both in-house and contract skilled crafts persons and ensure appropriate technical training is delivered to Estates maintenance staff.Ensure that the NHSG Estate, assets and infrastructure is being maintained in compliance with all statutory and legislative requirements and technical standards and that NHS procurement guidance is being correctly followed.To act as Senior Authorised Person/Responsible officer relating to specific areas of responsibility. To provide expert specialist technical and Professional advice to internal and external clients.To act as Senior Authorised Person for Electrical Systems for NHS Grampian and to act as the professional and technical lead for all matters relating to Electrical Systems within NHS Grampian.The post holder will have professional and technical responsibility for ensuring that the Estates asset database, reactive maintenance targets, planned maintenance schedules and maintenance records are managed, and that maintenance schedules are updated following completion of maintenance work and projects. |
|  | **Organisational Chart** (Please identify this post clearly in the structure – as a minimum show 2 levels above and 2 levels below (where relevant).  |
| **1** | **Communication and relationship skills - Provide and receive highly complex information, barriers to understanding****Evidence:**Provision of professional and technical advice on Estates policies, procedures and technical matters to directors and senior managers throughout NHS Grampian, including CHP & Acute Sectors and a wide range of Directorate, Departmental and local management teams.**External**The post holder will act as NHS Grampian’s nominated professional agent in the management and direction of all estates operational maintenance resources including multidisciplinary in-house and external contract labor, i.e. crafts persons, engineers, surveyors and design teams as well as negotiating with external suppliers and contractors on a range of complex and challenging maintenance tasks. |
| **2** | **Knowledge, training and experience – Advanced theoretical and practical knowledge****Evidence:*** Educated to degree level (or equivalent) in and engineering or construction related discipline, and with extensive technical and managerial experience including detailed specialist technical knowledge in a number of specific areas i.e. medical gases, HV/LV electrical systems, pressurized systems, building construction and management of water systems etc.
* Chartered status or membership of an appropriate construction related Institution

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| **3** | **Analytical and judgmental skills – Highly complex facts, requiring analysis, interpretation, comparison of range of options****Evidence:**The post holder, as the Client’s professional agent, will be an authority on the management of all professional and technical aspects of operational maintenance analyzing a range of multifaceted options to identify optimum solutions.The post holder is required to analyses and interpret complex technical building fabric, construction & maintenance issues, determine appropriate solutions and ensure proper technical resolution and commissioning is carried out resulting in the maintenance of optimum asset availability and economic life to meet the needs of NHS GrampianThe post holder is very often required to manage conflicting demands from a number of sources and requires the management of complex physical tasks within patient occupied areas, with increased risks (health & safety, time, cost, quality, patient outcome, etc.) associated with same and to ensure assets are repaired and maintained in a way which minimises the impact on provision of clinical services.Ensure staff and external contractors undertake work professionally and effectively in an environment where a variety of cultures and management systems prevail. Ensure that physical repairs and maintenance of the Estateand assets are delivered in a seamless manner which meets the needs of NHS Grampian |
| **4** | **Planning and organisational skills - Formulate long term strategic plans, impact across organisation.****Evidence:**The post holder will act as the Senior Authorised Person and technical lead for operation and maintenance of all High and Low Voltage electrical systems for NHS Grampian and will ensure that these systems are being correctly managed and maintained by local HV/LV Authorised Persons consistent with NHS Grampian Electrical Safety Policies and Statutory Requirements. The post holder will act as the NHSG nominated professional Agent on all matters relating to electrical systems and liaise closely with the externally appointed Authorising Engineer LV/HV Systems re implementation/audit of operational procedures and act as NHSG representative on regional / national committees and action groups.The post holder will contribute to long term strategic plans for the department in relation to Estates maintenance and capital investment matters.The post holder is required to plan and manage a range of complex reactive and planned preventative maintenance tasks often in patient occupied areas and ensure that they are completed within tight time constraints in a way which minimises the impact on the provision of clinical services and meets the expectations of various stakeholders.Ensure that plans and policies are rigorously applied across all areas of* Maintenance activity ensuring that planned and reactive maintenance is undertaken across NHS Grampian in accordance with the most up to date and relevant technical and Health & Safety standards to ensure the safety of patients and staff.
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| **5** | **Physical Skills – Highly developed physical skills accuracy important;****manipulation of fine tools, materials****Evidence:**Use of various Estates IT Systems including AutoCAD drawing packages / email/ Internet.Use of ReportSmith, Planet Asset Management System, Building ManagementSystems, Excel, Word, Access, Energy and Property Management databases to prepare spreadsheets and detailed reports on performance.Use of Survey equipment, Electrical test equipment, Pressure gauges and Gastesting equipment, Measuring equipment, Cameras, Vehicles etc |
| **6** | **Responsibilities for patient/client care – Assist patients/clients during****incidental contacts****Evidence:**Accessing occupied wards, operating rooms, clinical, imaging areas etc. as required to undertake duties of the post. |
| **7** | **Responsibilities for policy and service development implementation –****Responsible for range of policy, service development for directorate or****equivalent****Evidence**:The post holder will act as the Senior Authorised Person and technical lead foroperation and maintenance of all High and Low Voltage electrical systems forNHS Grampian and will ensure that these systems are being correctly managedand maintained by local HV/LV Authorised Persons consistent with NHSGrampian Electrical Safety Policies and Statutory Requirements. The postholder will act as the NHSG nominated professional Agent on all mattersrelating to electrical systems and liaise closely with the externally appointedAuthorising Engineer LV/HV Systems re implementation/audit of operational procedures and act as NHSG representative on regional / national committees and action groups.The post holder will also act as NHS Grampian lead for Building EnergyManagement Systems (BEMS) and will ensure that local Estates Officers areoperating and managing BEMS in a consistent manner across all areas of NHSGrampian i.e. monitoring of critical alarms, consistency of set points, logging of essential points and management of information.The post holder will contribute to corporate plans which align with the clinical and business aspirations of NHS Grampian in support of the long term goals within the Aberdeen, Aberdeenshire and Moray Strategies, and the overall principles of Healthfit.The post holder will also be responsible for the development of Estates capital and other procurement policies for the department.Contribute to the creation of long terms strategies, systems and controls tomake provision for the appointment of suitably competent consultants,contractors and suppliers of Estates services in support of the corporate aims ofNHS Grampian.Contribute to the development, design, and implementation of quality / performance indicators for operational maintenance activity and undertake audits to monitor performance of internal teams, consultants and contractors thereby ensuring quality standards are continually maintained and improved.The post holder will contribute to the development of new ideas to assist withlong term planning to improve the delivery of projects and requires to buildrelationships in close consultation with others to meet the needs of NHSGrampian. |
| **8** | **Responsibility for Financial & Physical Resources – Responsible for****physical assets for several services/Corporate responsibility for financial****resources and physical assets****Evidence:**Contribute information to support long and short term plans and budgets to allow standards of the Estate to be maintained at acceptable levels and to assist with formulating future Estates expenditure plans.The Estate covers a land area of approx. 8,737km2, comprising floor areas totalling approx. 414,273m2. This comprises 33 hospitals, 80 health centres &GP practices, and 20 clinics.In addition, the post holder provides expert specialist technical advice andsupport to a number of private sector partners, consisting of 125 G.P Locations(86 Practices), 124 Community Pharmacies, 75 Community Dental Practiceswith a Floor area of approximately 53,000 m2 and a Land Area of approximately8.025 Hectares.The post holder will have a direct influence on the Estates Department pay andrevenue budget of £15 Million per annum through directly managingmaintenance staff, the provision of professional and technical advice on Estatesrelated matters to the senior Estates management team and through the impactof maintenance activity on the Estate. The post holder will also ensure thatdelegated expenditure is controlled to remain within approved budgetallocations, and in accordance with NHS Grampian Capital Plan and NHSGStanding Financial Instructions.Authorising payments to external contractors, consultants; surveyors; engineersetc as well as suppliers for services/materials rendered to NHS Grampian. |
| **9** | **Responsibilities for human resources – line manager for single function****or department /line management for several departments****Evidence:**Management of the directly employed in-house technical staff and external contract staff employed by the NHS Grampian Estates Department as well as external professional resources i.e. architects, engineers, surveyors.Directly recruit, manage, train and develop Estates operational maintenance team members including; Estates Maintenance Supervisors, Maintenance Craftspersons, Maintenance Assistants and Apprentices to optimise their professional and technical skills.Responsible for the day to day management, including prioritisation andallocation of tasks to maintenance team members via Maintenance Supervisorsas well as dealing with disciplinary matters and staff grievances for all directlymanaged Estates Operational Main  |
| **10** | **requirement to use computer software to develop or create reports,****documents, drawings/responsible for the operation of one or more****information systems****Evidence:**Use of various Estates IT Systems including AutoCAD drawing packages / email/internet.Use of ReportSmith, Planet Asset Management System, Building ManagementSystems, Excel, Word, Access, Energy and Property Management databases to prepare spreadsheets and detailed reports on performance.As part of NHS Grampian partnership approach to staff management, ensuring staff performance is formally appraised via e-ksf electronic system to facilitate staff development in accordance with NHS Grampian policies and procedures. |
| **11** | **Responsibilities for research and development – Regularly undertakes****R&D activity; equipment testing****Evidence**:The post holder will assist in carrying out accurate surveys and for recording results in support of the national Property Management System. Thisinformation comprises Space Utilisation, Functional Suitability, StatutoryCompliance and Physical Condition for all Healthcare Premises. This requires consideration and testing of various software & hardware systems and surveying equipment.Ensure adequate investigation and practical research is carried out concerning new techniques, technologies, systems, innovations and solutions to allow operational maintenance to be delivered to meet latest available national technical, environmental and quality standards.The post holder will ensure that relevant outcomes are incorporated into planned and reactive maintenance activities. |
| **12** | **Freedom to act – Broad occupational policies/General policies, need to****establish interpretation****Evidence**:Providing expert specialist technical advice to internal and external clients including directors and senior managers to ensure planned and reactive maintenance is delivered in compliance with all statutory and legislative requirements and technical standards. This requires interpretation of relevant statutory requirements, NHS and other relevant guidance.The post holder may be required to attend NHS Grampian committees, working parties, action groups, project teams and regional / national working groups leading to development of local and departmental guidance for NHS Grampian. |
| **13** | **Physical effort – Sitting, standing, walking: some physical effort****Evidence**:Keyboard skills for office based work and frequent car journeys between NHSGrampian sites. Walking around sites on a daily basis and accessing occupiedwards, restricted, confined and physically uncomfortable areas such |
| **14** | **Mental effort – Frequent concentration, work pattern unpredictable****Evidence**:There is an ongoing requirement to respond to e-mails, telephone calls and incidents and issues as they arise across the range of NHS Grampian Estates and specific maintenance related matters.The post holder will be required to respond to and deal with unplanned and emergency situations involving loss of services which impact directly on patient care ie loss of electrical supply, flood, heating failure etc.The post holder is required to participate in a range of meetings on various operational and project specific issues.The post holder is required to undertake, witness or validate testing on new installations to ensure they have been installed to comply with specification.There is a continual requirement to allocate resources on a prioritised basis ieto review maintenance schedules and prepare reports on various Estates andmaintenance related issues and to undertake analysis of spreadsheets onMaintenance performance. There is also a requirement to make use of specialist packages Planet Asset Management System. |
| **15** | **Emotional effort – Occasional distressing or emotional circumstances****Evidence**:The post holder is required to manage conflicting demands from a number ofsources and requires the management of complex physical activities acrossNHS Grampian.The post holder may occasionally be exposed to distressing or emotional circumstances when working in Ward areas, ITU, Mortuary and A&E Depts etc during project activity and surveys.The post holder is responsible for line managing Estates operational maintenance teams including the use of e-ksf and formal review process and for implementing NHS Grampian Human Resource policies which includes disciplinary and grievance procedures.The post holder is responsible for ensuring quality standards in relation toEstates maintenance activities are continually monitored and improved. Thiswill require routine inspection and monitoring of work to ensure it meetsexpected standards |
| **16** | **Working conditions – Occasional unpleasant conditions****Evidence:**Regularly accessing occupied wards, restricted, confined and physically uncomfortable areas such as boiler rooms, plant rooms, roofs, confined spaces, ducts and voids for inspection purpose. Also required to access areas ofpotential contamination and clean areas such as laundry, laboratories,decontamination rooms, operating rooms, clinical areas etc. and the wearing of protective clothing eg face masks, respirators, ear/eye protection, protective footwear etc. |

MAINTENANCE & TECHNICAL SERVICES

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 |  Estates Officer Electrical Lead - AfC Band 7 |
| **LOCATION / HOSPITALS** | Mainly based on the Foresterhill Campus – but will also be required to work at other locations e.g.: F.Hill, Dr Gray’s Hospital, Elgin or Royal Cornhill Hospital/s, Aberdeen  |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Degree or equivalent relevant experience in an appropriate technical engineering or building / construction discipline
* ability to evidence ‘continuous professional development’ over the past 3 years

  | * HNC in technical subject.
* completion of the NHS Grampian Health & Safety Essentials Course
* completion of the IOSH Managing Safely Course
* 3 years post-apprenticeship experience
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| **Experience** | * completion of a recognised apprenticeship training programme
* a minimum of 3 years relevant experience post-apprenticeship completion
* awareness of health and safety issues governing engineering and building services
 | * IT / Computer skills
* Extensive working knowledge of LV and HV system skills
* working knowledge of Planet Enterprise, SCART & HAI Scribe
* Several years NHS experience with Authorised Person (AP) status experience.
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| **Special Aptitude Abilities** | * prepared to have a ‘hands-on’ approach to if / when required
* ability to ‘lead’ a team of staff
* ability to meet ‘deadlines’
* ability to ‘problem-solve’ under pressure
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| **Disposition** | Enthusiastic, self-motivated and ability to use initiative* good communication / interpersonal skills and the ability to be diplomatic when required
* ability to work and develop good working relationships within a multi-disciplinary team
* flexible and adaptable
 | * ability to communicate well with colleagues and other service users within a variety of healthcare environment/s
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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| **Physical Requirements** | * physically fit and be able to meet the requirements of the post including ability to work at height and in confined spaces)
* ability to comply with infection control procedures e.g.: hand hygiene
* ability to comply with policies / procedures relating to Personal Protective Equipment, Health & Safety and Safe Systems of Work
* smart appearance and ability to promote departmental reputation
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| **Particular Requirements of the Post** | * to undertake other appropriate roles and development activities e.g.: formal ‘Authorised Person’ training for specific disciplines
* compliance with HR, confidentiality and data protection practices
* full driving license
 | * awareness / working knowledge of Scottish Health Technical Memorandums (SHTMs)
* A knowledge of “technical standards”
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