

JOB DESCRIPTION

**OUR VISION: 'TO BE THE LEADING HEALTH AND WELLBEING SERVICE IN
THE PROVISION OF MENTAL HEALTH AND COMMUNITY CARE'**

JOB TITLE	Estates Engineering Officer
BAND	Band 6 (Agenda for Change)
RESPONSIBLE TO	Maintenance Manager
ACCOUNTABLE TO	Chief Engineer
BASE	Derwent Centre, Harlow
HOURS OF WORK	37.5 hours

ROLE SUMMARY

The following list is not exhaustive but it does represent the responsibilities and core competencies around this role. The post holder will therefore be required to:

- Supervise the day to day operational management of a high value Estates service for specific localities that are part of a large Mental Health and Community Services property portfolio across Essex, Bedfordshire and Luton.
- Assist fellow Estates Engineering officers on day to day issues as and when required in line with the collaborative approach that underpins this role.
- Works with and supports the Maintenance Manager to ensure a seamless Estates Engineering management service is maintained at all times.
- Day to day operational management responsibility for ensuring that the Trusts Estates Engineering services are maintained in a safe and compliant condition for all patients, staff and visitors accessing Trust occupied premises, ensuring the services are delivered to meet statutory requirements, government targets and having a particular focus on making sure they are responsive to user needs.
- To make operational decisions and provide routine advice across all aspects of Estates Engineering management including electrical/mechanical services, associated PPM (planned preventative maintenance), minor works , backlog, reactive work, insurance inspections compliance, training and technical documentation
- Ensure each engineering contract, lease, license or service level agreement provides clarity on what is required of the department in order to deliver against the agreed SOP.
- Support the Estates Engineering Manager with the development of the Estates Engineering services policies and procedures and be responsible for monitoring compliance against contract terms, key performance indicators, ISO9001 declared operational standards legislation and good practice.

- Support the activity of the Estates Engineering audit function via the ISO9001 and 14001 functions.
- Responsible for day to day monitoring of all services provided by the Estates Engineering department for both in house and contracted services including staff competency and performance
- To be one of the first points of contact for service related issues and to be responsible for the day to day management of safe and efficient operation of all Estates Engineering Services, including man power, service provision and equipment.
- To assist and advise and monitor the quality of the Estates Engineering trades on the delivery of their daily schedule

KEY RESPONSIBILITIES

Managerial Responsibilities

1. The post holder is operationally responsible for supporting the day to day management and coordinating all aspects of an effective operational Estates Engineering management service.
2. The post holder is responsible for the effective monitoring of the Estates Engineering services including supporting the activity of the divisional auditor , maintaining the standard operating procedures (SOP) , ensuring he agreed quality standards are maintained and providing an early warning of issues that will impact negatively on the service delivery.
3. The post holder will be expected to provide an effective operational Estates Engineering management service to the Trust and other local Health care organisations covered under the terms of service level agreements.
4. The post holder will assist the Maintenance Manager to conceive and promote new initiatives for the effective management of services.
5. To maintain regular contact with the relevant Heads of Service/Ward Managers, to ensure an efficient service is provided for their respective sites and buildings.
6. To act upon both positive and negative feedback regarding the service delivery.
7. To positively contribute to the on-going development of the Trust CAFM system.
8. The post holder will be required to take a technical leadership role for all Estates Engineering service functions for a selection of nominated sites within a locality including
 - a. Electrical Engineering
 - b. Mechanical Engineering
 - c. Carpentry
 - d. Minor Works
 - e. Technical Monitoring Systems
 - f. Plant Room Safety
 - g. Safe systems of working
 - h. Ventilation
 - i. Emergency systems (lighting, generators)
 - j. Environmental Sustainability
 - k. Drainage and sewer systems
 - l. Pressure systems

- m. Lifts
 - n. Pumps
 - o. Water systems
 - p. Fabric modifications
 - q. Estates Engineering contracts management (where services are outsourced)
 - r. Statutory compliance, national priorities, and DH guidance.
 - s. ERIC & PAM
 - t. Staff training
 - u. Control of contractors
 - v. Engineering policy and procedures
9. The post holder will be a member of the Trust-Wide Estates Engineering Management Team and will be expected to work towards providing an integrated Estates Engineering management function for the Trust. This will require management input and close working with all other function leads within the Directorate to achieve a continuously improving customer focused service delivery model.
 10. To provide cover for other locality Estates Engineering Officers and deputise for the Estates Engineering Manager as and when requested to do so.

Operational Estates Engineering Management – Engineering Services

1. The first points of contact for service related issues and be responsible for the day to day management of safe and efficient operation of all Estates Engineering Services, including labour, quality of service provision, and equipment.
2. Be responsible for the line management and safety of the Estates Engineering staff.
3. To input, authorise, and analyse staff rostering on various Trust systems from initial appointment through to timesheet completion. Ensuring all labour, both temporary and permanent, is used efficiently and effectively and is appropriately recorded in the system
4. To liaise with other disciplines, departments, managers, external agencies and service users to ensure that the designated trust sites are safe and offer high levels of environmental comfort for staff, service users and visitors.
5. To participate and positively contribute to the divisional audit function ensuring the service delivery aligns with the ISO9001 SOP's and the agreed KPI's
6. To work closely with other members of the Facilities Team (where a cross over occurs), in monitoring all Estates Engineering service contracts, ensuring that they offer best value, are of high quality and meet the needs of clinical services and statutory compliance.
7. Assist the Estates Engineering Manager in the completion of statutory returns relating to the clinical and non-clinical environment with regards to Estates Engineering services e.g. ERIC, Care Quality Commission (CQC) standards, PAM (premises assurance model), and any other and/or Estates Engineering related statutory or non- statutory returns.
8. Provide the Estates Engineering Manager with monitoring reports that check all aspects of the Estates Engineering services and provide details of non-compliance where applicable while ensuring that the CAFM system is regularly updated to reflect the condition within the wider Trust estate.

9. Provide information to assist the Chief Engineer with the development of Business Cases for the provision of Estates Engineering services to other organisations.
10. To assist the Head of Performance in problem solving any CQC issues relating to the environment and the achievement of satisfactory compliance within the standards.
11. To assist the Estates Engineering Manager in the preparation and submission of In-House bids relating to the market testing of Estates Engineering services including preparation of service specifications, workforce and materials requirements.
12. Aid the Estates Engineering Manager to deliver and monitor complex, high value Service Level Agreements (SLA) for the provision of Estates Engineering services to other local health care organisations. Ensure services are provided in accordance with the SLA, statutory compliance and the achievement of business objectives set out in budget and service delivery plans.
13. Proactively investigate initial requests for contract variations and assess if these are necessary before passing to the Estates Engineering Manager for authorisation.
14. To positively and proactively investigate and process complaints concerning Estates Engineering services in an effective and constructive manner; ensuring that a response is drafted for management in line with Trust Policies and that action is taken to prevent repeated failings
15. The post holder will be responsible for contacting the lease or licence holder to communicate and resolve operational issues.
16. The post holder is required to organise manage the required resource to overcome property issues pertaining to operational lease and licence issues

Operational Estates Engineering Management Officers Specific Duties

- Day to day responsibility for the safe and efficient operation of the Estate Maintenance Services, including labour, buildings and plant/equipment.
- Analyse daily and weekly works requests, prioritise according to response requirements, determine resource requirements (labour, skills, tools, equipment, materials), allocate works to appropriate trade (direct employed or contractor).
- Constantly review work allocation and re-plan scheduled workloads to meet changing priorities for a large in-house and contracted maintenance team.
- Use help desk planning software, vehicle tracking software and other IT applications to enable complex planning and prioritisation of workload.
- Operate, monitor, implement and maintain an efficient planned preventative maintenance (PPM) asset management system and Estate Database to include engineering and building planned maintenance programs to ensure the Estate is maintained in accordance with statutory requirements.
- Maintain, operate and review pre-planned maintenance programmes, review and revise procedures and working practices when needed.
- Ensure all external contractors used are working in accordance with HTM/HBN's and are using best practice methods. Regularly meeting with and appraising contractors to ensure works are completed to a high standard and that their capability and conduct is suitable to the service.
- Undertake authorised person responsibilities in relation to electrical and mechanical plant and equipment (e.g. High Voltage electrical distribution equipment, Gas systems, heating and Ventilation Plant, Lifts and Pressure Vessels) as required.

- Take day to day operational responsibility for the implementation of Estates Engineering related energy management projects and action plans in association with the Trust Sustainability and Energy Manager.
- Take day to day operational responsibility for the implementation of Estates Engineering related energy management projects and action plans in association with the Trust Sustainability and Energy Manager.
- To assist the Area Estates Engineering Manager in the development of best practice in environmental management focusing on innovation in Estates Engineering services to reduce carbon emissions and carbon footprint across the FM functions.
- Assist with the management and recycling of items relating to the WARPIT recycling programme

Risk Management

- Completing audits, inspections and surveys for the Estates Engineering services and where necessary to assist relevant external inspectorates to gain access to sites and buildings.
- Ensure that monitoring reports are submitted in a timely manner and that corrective action is identified, action plans proposed and progress against corrective action is monitored in support of the divisional audit function.
- The post holder will be responsible for monitoring compliance of all environmental health inspections for the managed locality, and ensure that these requirements are executed in a timely manner.
- To advise the Maintenance Manager of the statutory requirements and any contravention.
- Manage the day to day implementation of Estates Engineering related risk management action plans. The post holder will be responsible for ensuring all work carried out by directly employed staff and contract staff is compliant with health and safety legislation and to advise the Estates Engineering Manager of any contravention.
- To carry out risk assessments for all Estates Engineering services and to ensure current risk assessments are reviewed on a regular basis.
- Ensure all staff are aware of the risks relating to their particular activity
- To ensure that contracted service providers carry out their duties in line with their submitted RAMs(risk assessments and method statements)
- To assist the Maintenance Manager in the development and regular review and testing of Estates Engineering related business continuity and emergency response plans.

Communication and Relationship Skills

- The post holder will be required to provide and receive both routine and on occasion complex information some of which may be contentious.
- The post holder will ensure the appropriate key knowledge and information is communicated internally to a wide range of staff ranging from frontline operational staff to the Heads of Service/Ward Managers.
- The post holder will be expected to communicate effectively with internal and external stake holders and external agencies which will include senior staff from other local health care providers, local authorities, suppliers, contractors, service users, members of the public, Environment Agency and Environmental Health.
- A key skill requirement of the post is the ability to use tact, effectively negotiate, reach agreement and seek co-operation on complex, contentious and sometimes sensitive issues.

- The post holder will be highly skilled and competent when providing complex, sensitive or contentious information where barriers to understanding or acceptance are likely to exist.
- The ability to communicate effectively with groups of staff is essential.
- The post holder will be required to attend contract review meetings with the Estates Engineering Manager on a regular basis.
- The post holder will take day to day operational responsibility for nominated sites and staff groups, within a locality for maintaining relationships between Estates Engineering and clinical staff for the delivery of ward level care and work with clinical teams at all levels to ensure practical and innovative approaches to deliver a focused coordinated and patient centered care model.

Analytical and Judgement Skills

- The post holder will be required to compare facts, data and other information including facilities, infection control related legislation, regulations and best practice guidance and health and safety regulations.
- The post holder will be capable of making sound, logical and evidence based judgements on a wide range of Estates Engineering issues based on analysis of information leading to e.g. production of business cases, option appraisals, change management proposals, service operational plans, and prioritisation when faced with conflicting demands which may impact across all Trust clinical and non-clinical services

Planning and Organisational Skills

The post holder will assist the Area Estates Engineering Manager in the development of operational services consistent with Corporate and Directorate Objectives including:-

- Estates Engineering services operational and development plans
- Estates Engineering workforce development plans
- Estates Engineering service level agreements

The post holder will be required to develop and formulate short term non-complex Estates Engineering operational plans, including:

- Monitoring programmes
- Staff rosters

Physical Skills

The post holder will be required to:-

- Drive a car with appropriate full driving licence
- Effectively use a keyboard and other IT related devices
- Occasional use of test equipment (e.g. digital thermometer probes, swab analysis kits)
- Occasional carrying of stock and items from site to site
- Occasional use of steps and ladders to inspect high level areas

Responsibility for Patient and Client Care

1. Responsible for ensuring that ward based Estates staff carry out all day to day patient related care duties associated with the E and FM function in association with clinical staff (e.g. assisting with food service, providing informal social contact, support and interaction with patients, their relatives and carers).
2. Will regularly be required to work within a ward environment and in other

- patient areas resulting in incidental contact with patients and their relatives.
3. Direct contact with patients and their relatives when responding to Estates Engineering service related complaints.

Responsible for ensuring that patients are provided with a safe and clean environment and catering service which meets current health care legislation, regulations, best practice guidance.

Policy/Service Development

1. Responsible for the, monitoring and regular review of a range of Directorate and corporate Policies and Procedures including but not limited to the following:-
 - a. Estates Engineering monitoring policies and procedures
 - b. Estates Engineering operational policies and procedures
 - c. Estates Engineering risk and health and safety procedures
2. Assist the Area Estates Engineering Manager in the development, implementation, monitoring and regular review of a range of Directorate and Corporate Policies and Procedures including but not limited to the following:-
 - a. Confined spaces
 - b. HV/LV management
 - c. Pressure vessels
 - d. Lifts
 - e. Ventilation
 - f. Control of Contractors
 - g. Water quality
 - h. Planned maintenance
 - i. Estates strategy

Financial and Physical Resource

1. To be responsible for ensuring services are provided within agreed financial limits identifying problems, taking action where necessary and/ or bringing these to the attention of managers whilst observing all standing orders and financial instructions.
2. To be responsible for supporting delegated equipment and project budgets and to monitor budget statements to ensure that services are provided within agreed financial limits; identifying problems, taking action where necessary and/ or bringing these to the attention of managers whilst observing all standing orders and financial instructions.
3. Support the Maintenance Manager in the development of new and maintenance of existing income generation activities in order to achieve financial targets set by the Board of Directors.
4. Ensure that the Estates Engineering services are properly resourced, supplies are requisitioned in a timely manner and that adequate stock control/materials management procedures are in place at all times.
5. To identify equipment requirements to carry out services and replacement needs.
6. To seek cost improvement opportunities and service efficiencies that may be delivered to improve the Trusts operations.
7. Support the Estates Engineering Manager and Chief Engineer with market testing initiatives including the development of service specifications and working with wards and departments in finding out what services are required. Assisting with complex costed bids and business cases for the

development of new services.

Responsibility for Staff/Human Resources

1. Line Manage the Estates Engineering Staff.
2. Provide assistance, advice and guidance to the department supervisors to enable recruitment and maintain a suitable level of W.T.E. hours to sustain a high and efficient level of service.
3. Prepare workloads, set objectives and monitor duties as delegated to the Estates Engineering management and supervisory staff in accordance with the Trust Policies and procedures on Supervision and assurance.
4. Ensure all Estates Engineering staff receives regular supervision and appraisal, objectives are set and performance managed, have an up to date Personal Development Plan and are provided with the opportunity for personal and professional development commensurate with the requirements of the service.
5. To ensure full compliance with the Wellbeing and Sickness Absence policies and procedures, taking appropriate action and ensuring relevant support to individual staff.
6. To ensure that staff are properly inducted into their place of work and provide on-going line manager support
7. To ensure effective communication channels are in place for all Estates Engineering staff to enable two way communications to take place effectively. This will entail team and individual meetings with staff for the delivery of team brief, staff meetings, and arranging regular one to one meetings with direct reports.
8. To co-ordinate the training program for including agreeing training components with external advisory service, arranging for internal and external training modules, technical college enrolment and attendance of apprentices.

Responsibility for Information Resources

1. The post holder will support the Maintenance Manager in the specification, selection, development and implementation of a range of information systems relating to the Estates Engineering services. This will include a Estates Engineering monitoring package.
2. Required to create statistical reports (including setting up simple formulae to calculate statistics), process data and produce and analyse benchmarking data. Reports will be accessed on a regular basis, in most cases at least daily.
3. Will be expected to take part in the testing of new products and equipment for the delivery of the whole range of Estates services some of which may be of a highly technical and complex nature.

Freedom to Act

Under the guidance of the Maintenance Manager and the Head of Estates Engineering (Operations), the post holder will be responsible for the implementation, monitoring and review of operations policies and procedures to ensure compliance with national guidance and statutory standards.

Works within the parameters of food legislation, health and safety guidelines, cleaning standards and best practice.

Physical Effort

Light physical effort will be required as the role will encompass being office based with frequent spells working at a keyboard, making phone calls, attending meetings and driving between sites.

Regular (e.g. four or five times a week) the post holder will undertake site visits to inspect site surveys and quality control audits

Mental Effort

The post holder will be required to undertake occasional concentration in analysing information/data and while undertaking detailed analysis of statistics produced. The work pattern is unpredictable with regular interruptions requiring re-prioritisation of workloads.

The post holder will hold regular meetings with direct employed Estates Engineering staff to include team briefings, discuss work schedules, operational service delivery.

Will be required to frequently manage unpredictable operational incidents including major and serious untoward events.

Emotional Effort

The post holder will be required to work in all areas of the Trust (clinical and non-clinical) and occasionally may be required to work with sensitive clinical information such as, incidents, SUIs,

Complaints

The post holder will be frequently required to directly manage difficult situations such as staff grievances, sickness absence meetings, disciplinary investigations, staff and patient complaints, contract disputes.

Working Conditions

The post holder will also be required to frequently travel to the different Trust sites to undertake inspections, audit and monitoring.

Occasionally will be required to work in unpleasant conditions such as areas affected by sewage, pests, dust and dirt.

Quality

1. Control and monitor the quality and assurance aspects of the Estates Engineering Services in line with the declared SOP's and the agreed ISO9001 declared quality specification.
2. To be responsible for working closely with all staff, auditors, contractors and other Managers in seeking to improve the quality of services provided to our clients/patients. This will involve participating in contract monitoring meetings and proposing innovative ways of working which could improve service quality.
3. To undertake satisfaction surveys, monitor and analyse comment schemes and audit service provision to ensure that the quality of service is consistently high.

4. To promote good customer service throughout the Trust; identifying areas for improvement and taking action to address issues.
5. Provide high quality reports and presentations to the Estates Engineering Management Team and on occasions to other service management team meetings relating to the performance of the Estates Engineering services.
6. To seek to continuously improve the service delivery of the Estates Engineering function.

Any other duties as delegated by the Head of Performance Management, commensurate with the responsibilities of this post.

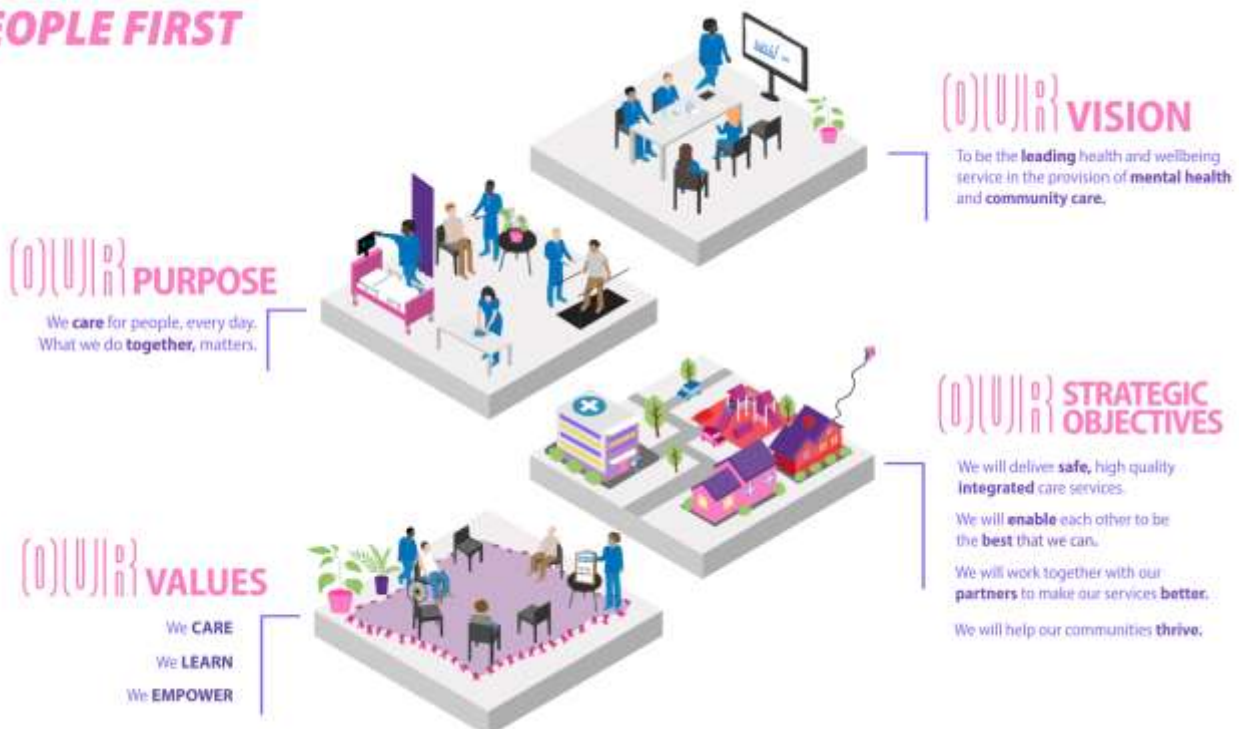
ADDITIONAL DUTIES

In addition to the above duties you will also be expected to perform the below key activities in line with your job role;

- Complete mandatory training in line with Trust policy and procedures
- To participate in the staff appraisal process and to undertake for any staff you manage
- To keep yourself updated on all matters relating to Trust policy
- To provide management supervision where appropriate

OUR TRUST STRATEGIC OBJECTIVES SUPPORTED BY OUR VISION AND VALUES

PEOPLE FIRST



ASSURANCE STATEMENT

The purpose of this job description is to outline levels of responsibility and accountability of this post, to ensure that all work undertaken by our staff is identified and lines of accountability are clear.

NHS CONSTITUTION

You are responsible for ensuring that the values outlined in the NHS Constitution are adhered to daily and any matters of concern are raised with the relevant Line Manager or through the necessary processes within the Trust.

You are responsible for delivering a compassionate, dignified and respectful service to patients at all times.

DUTY OF CANDOUR

You must adhere to the principles of openness, transparency and the statutory duty of candour in your day to day work and conduct and encourage the same behaviours within the wider organisation.

EQUAL OPPORTUNITIES STATEMENT

The Trust operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity in relation to employment, development, training and service delivery.

NO SMOKING POLICY

The Trust is committed to a policy which discourages smoking and prohibits smoking on Trust property and on Trust business outside it.

INFECTION CONTROL

The post holder is accountable and responsible for the prevention of healthcare associated infections by complying with all Infection Prevention & Control policies and procedures in line with legislation (Health Act 2006; Code of Practice for the Prevention and Control of Healthcare Associated Infections.)

HEALTH AND SAFETY

All employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act (1974) to ensure that the agreed safety procedures are carried out to provide a safe environment for employees and visitors.

GENERAL DATA PROTECTION REGULATION 2018

The General Data Protection Regulation (2018) is to ensure compliance with all Trust policies, and those procedures relevant to the area of work.

The Trust will always seek to process your personal data in accordance with its obligations and your rights.

The GDPR requires that personal data shall be;

- Processed Lawfully, fairly and in a transparent manner in relation to individuals;
- Collected for specified, explicit and legitimate purposes and not further

processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purpose;

- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate, technical or organisational measures.

All employees must adhere to the Trust's Policy on the Protection and Use of Personal Information which provides guidance on the use and disclosure of information. The Trust also has a range of policies for the use of computer equipment and computer generated information. These policies detail the employee's legal obligations and include references to current legislation. Copies of the Policy on the Protection and Use of Personal Information and other Information Technology policies are included in the Trust's Policies and Procedures Manual/Intranet.

INFORMATION ASSET OWNERS AND ADMINISTRATORS

An information asset is a service user, staff or corporate information/data, processed by us and held in an electronic or hard copy/manual format. An information asset owner (IAO) is a senior member of staff who is the nominated owner for one or more identified information assets within the service/Trust. If you are a nominated IAO you will understand and monitor the following;

- What information assets are held and for what purpose within your team
- How information is created, amended or added to over time
- Who has access to information and why
- Understand and address the risk to the asset, providing assurance to the senior information risk owner in the overall information risk management function
- As an Information Asset Administrator you will ensure you fulfil the following responsibilities
- Ensure that policies and procedures are followed
- Recognise actual or potential security incidents, consulting with IAO's on incidents and management
- Ensuring that information asset registers are accurate and up to date.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected and used throughout the NHS. The unauthorised use or disclosure of patient, staff or other

personal information is a dismissible offence. The unauthorised disclosure of information could also result in a prosecution for an offence, or action for civil damages, under the General Data Protection Regulation.

You are required to observe the strictest confidence regarding any Confidential Information relating to work of the Trust, its patients/clients and its employees.

“Confidential Information” includes but is not limited to information relating to the Trust received by you in the course of your employment with the Trust or its predecessors, information relating to patients, personnel information, budgeting and financial information and information in respect of which the Trust owes a duty of confidentiality to a third party.

You are required not to disclose any Confidential Information either during or after your employment with the Trust, unless expressly authorised to do so by the Trust or required in the proper performance of your duties or as required by law.

This obligation will cease only when such information comes into the public domain other than through unauthorised disclosure by you.

Failure to comply with these requirements could result in action being taken under the Trust’s Conduct/Disciplinary Policy and Procedure.

This obligation is without prejudice to the law concerning protected disclosures in the Public Interest Disclosure Act 1998 (the so-called “Whistleblowers Act”).

RISK MANAGEMENT

All staff working in, or for the Trust have a responsibility for participating in the risk management programme. All post-holders have a responsibility to assess all risks to systems, processes and environment and contribute to the clinical and corporate governance agendas as appropriate.

SAFEGUARDING DUTY

“It is the responsibility of the post holder to be aware of and follow the legislation and guidance regarding Safeguarding Children and Adults as stated in the Trust Safeguarding Policy and the Southend, Essex and Thurrock (SET) Child Protection Guidance. This applies to all staff regardless of which member of the family is the primary client. The post holder is responsible for ensuring they receive the appropriate level of Safeguarding Children training according to their role”.

INFORMATION TECHNOLOGY

It is the responsibility of the post holder to have a level of IT competence relevant to their job role and will be expected to continue to keep their skills up to date as part of their Continuing Professional Development.

CHANGES TO THIS JOB DESCRIPTION

Post holders have a responsibility to discuss any significant job changes with their line manager at the time the change occurs and agree any permanent substantial change.

On appointment within the Trust staff may be allocated to a specific area of care. It is however Trust policy to allocate staff to other areas of work within the Trust from time to time where this is in the interest of the individual and / or the service.

The Job Description does not purport to be an exhaustive list of duties and responsibilities. The post holder will be expected to undertake additional duties as the requirements of the post change.

Date post holder in receipt of job description

Signature of post holder

Signature of line manager