

JOB DESCRIPTION

POST:	Estates & Facilities Assistant
DEPARTMENT:	Estates and Facilities
BAND:	3
HOURS PER WEEK:	37.5
REPORTS TO:	Estates & Facilities Operations Officer
RESPONSIBLE FOR:	
WORK BASE:	Oxford Road Campus (ORC)

JOB PURPOSE

Reporting to the Estates & Facilities Operations Officer to support the Head of Facilities (ORC) to deliver a safe and compliant environment for staff, patients and visitors through monitoring audits, undertaking specialist testing and utilising contractual mechanisms to report and rectify identified issues.

KEY DUTIES AND RESPONSIBILITIES

1. Act as a flexible resource to support the Estates & Facilities Division (ORC) in any aspect of Compliance, Risk and Governance.
2. To work closely with any members of the management team at ORC to assist in improving the quality and compliance of E&F service delivery.
3. To liaise where necessary to obtain information from the ORC PFI SPV management company and their sub-contractors on compliance related issues.
4. Support the Estates & Facilities Operations Officer (ORC) in monitoring and overseeing risk and governance processes and reporting systems, ensuring that Trust policies and procedures are adhered to.
5. Develop effective relationships with members of the ORC Estates and Facilities Management Team.
6. Develop a network of contacts across the MFT E&F Teams and within other similar Trusts to establish and share best practice.
7. Provide, receive, and share routine information with relevant team members and external contacts from both planned and reactive tasks.
8. Support the review of incident reports; record validation where appropriate; ensure appropriate E&F (ORC) team members notified and taking action; support investigations; and, support the collation of or complete the production the required reports.
9. Develop knowledge and undertake of a range of procedures for regular basic testing of estates and maintenance equipment including, water flushing, lift audits, health and safety checks and space utilisation.

- 10.** Utilise equipment and tools as required to undertake testing of estates systems; for example: temperature checks and water flushing.
- 11.** Ensure that own tools and equipment are maintained and through audit process take action to identify and instruct repairs to Trust property and equipment.
- 12.** Analyse data provided from own testing or external sources to undertake comparison of a range of options, problem solve responses to testing results outside of acceptable ranges, interpret data against existing manuals or best practice to develop solutions.
- 13.** Identify key themes, trends and areas for development to mitigate risk.
- 14.** Support the production of reports, plans & risk registers and any other relevant documents as required by the E&F Division.
- 15.** Work on own initiative to plan and schedule audits in accordance with policy and national guidance to ensure appropriate timescales are adopted for regular testing and reporting requirements.
- 16.** Working in clinical areas to be cognisant of the use of correct personal protective equipment and how to assist, advice and communicate when having incidental contact with patients and clinical staff.
- 17.** The post holder will need advanced keyboard skills for producing reports, creating & amending spreadsheets.
- 18.** Completion of records of audits undertaken, other ad hoc records and personal timesheets.
- 19.** Support the review of the PFI Monthly Performance Report utilising own records to inform challenges to performance reported or inconsistencies in data.
- 20.** Attend meetings, committees and working groups as and when requested by the Estates & Facilities Operations Officer (ORC).
- 21.** Provide support to Estates & Facilities Operations Officer (ORC) in ensuring the division risk register (ORC) and the monitoring schedule is up to date and communicated, escalating as required to ensure delivery.
- 22.** Undertake all tasks in accordance with Trust Policy and local Standard Operating Plans to ensure tasks are undertaken as instructed by the Estates & Facilities Operations Officer.
- 23.** Provide support to the wider Estates & Facilities Division (MFT) as required on the development of new or revised policies or procedures.
- 24.** Actively audit and review processes and systems in accordance with the PFI contract to ensure a safe and compliant environment for staff; including but not limited to:

- Annual inspections of internal and external areas on condition including health and safety.
- Reactive checks on temperatures of clinical and non-clinical areas in accordance with contractual tolerances.
- Undertaking scheduled audits of water outlets and flushing regime.
- Undertaking scheduled visual checks on lifts, including health and safety issues.
- Review site wide signage provision in liaison with the ORC Accessibility Lead.
- Identify under utilised spaces and report via Estates and Facilities Operations Officer for review and action as appropriate.
- Support development and submission of small works requests.

25. Support the collection and collation of data for the Patient Environment of Care Group (ORC).

26. Undertake reactive and unscheduled tasks to support the delivery of Estates and Facilities Services and provision of safe clinical environments are required.

27. Operation of Estates and Facilities systems under supervision, including but not limited to: ATOM and OCR software systems.

28. To support the development of the professionalism of the Estates & Facilities Division (ORC) so that they reflect best practice through understanding and sharing knowledge of national and local guidance.

29. Responsible for the demonstration of own activities to new or less experienced employees or apprentices to ensure all tasks are understood and undertaken appropriately.

30. The list of duties is not exhaustive, and the post holder may be required to undertake additional duties to meet the requirements of the service.

31. INFECTION CONTROL

It is a requirement for all staff to comply with all infection control policies and procedures as set out in the Trust's Infection Control manual. The postholder is also responsible for ensuring all their staff attends mandatory training, including infection control and to provide support to the Director of Infection Control.

32. HEALTH AND SAFETY

The Trust has a statutory responsibility to provide and maintain a healthy and safe environment for its staff to work in. You equally have a responsibility to ensure that you do nothing to jeopardize the health and safety to either yourself or of anybody else. The Trust's Health and Safety Policies outline your responsibilities regarding Health & Safety at Work.

The post holder must not willingly endanger him/herself or others whilst at work. Safe working practices and safety precautions must be adhered to. Protective clothing and equipment must be used where appropriate.

All accidents/incidents must be reported to your Senior Manager and documented as per Trust Policy, including the reporting of potential hazards.

33. SAFEGUARDING

Ensure that the policy and legislation relating to child protection and Safeguarding of children, young people and vulnerable adults are adhered to. It is the responsibility of all staff to report any concerns to the identified person within your department/division or area of responsibility.

34. SECURITY

The post holder has a responsibility to ensure the preservation of NHS property and resources.

35. CONFIDENTIALITY

The post holder is required to maintain confidentiality at all times in all aspects of their work.

36. TEAM BRIEFING

The Trust operates a system of Team Briefing, which is based on the principles that people will be more committed to their work if they fully understand the reason behind what is happening in their organisation and how it is performing.

37. NO SMOKING POLICY

The Trust operates a no smoking control policy, which applies to all staff, patients and visitors and extends to the hospital grounds as well as internal areas.

THE TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER

This Job Description is intended as a general guidance to the duties and responsibilities of the post and is not, therefore, exhaustive. It will be subject to review, in light of changing circumstances and in consultation with the post-holder.

ORGANISATIONAL STRUCTURE

