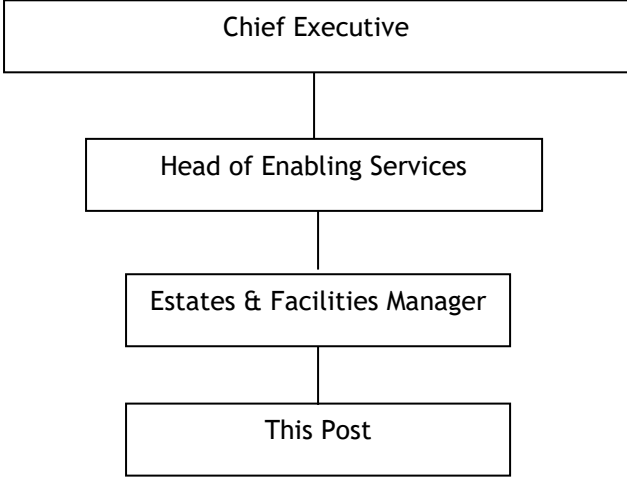


## Job Description

<b>1. JOB DETAILS</b>	
<b>Job Title</b>	Grounds and Maintenance Assistant
<b>Department</b>	Enabling Services
<b>Grade</b>	3
<b>Responsible to:</b>	Estates and Facilities Manager
<b>2. AIM</b>	
<p>To assist in the ensuring the efficient, effective and safe use of St Cuthbert's Grounds, Estates and Facilities.</p> <p>To support a team of volunteers in the grounds and maintenance departments.</p> <p>To work with staff and volunteers to ensure health and safety is embedded in daily activities, and that all facilities operations are compliant with health and safety legislation.</p>	
<b>3. ORGANISATIONAL CHART</b>	
 <pre> graph TD     CE[Chief Executive] --&gt; HES[Head of Enabling Services]     HES --&gt; EFM[Estates &amp; Facilities Manager]     EFM --&gt; TP[This Post]         </pre>	
<b>4. KEY RESPONSIBILITIES</b>	
<p><b>Communication and relationships</b></p> <ul style="list-style-type: none"> <li>Maintain good communication across all departments with staff, volunteers, patients and visitors.</li> </ul>	

- Report any equipment or fittings that require specialist maintenance or repair in line with Hospice procedures
- Liaise with suppliers and contractors as required
- Assist the Estates and facilities manager in producing clear and meaningful reports for the Board, SMT and managers so that they are able to fulfil their statutory obligations in relation to health and safety.

### **Analytical and judgement skills**

- Provide assurance to the Board and SMT that the Hospice is adhering to statutory safety requirements, regulations and relevant codes of practice.
- Assist in the investigation of incidents and accidents.
- Assist in external reporting, including RIDDOR.
- Assist in COSHH assessments.
- Identify problems and faults with equipment/systems and processes
- Respond appropriately to urgent issues as they arise.

- **Planning and organisational skills**

- Ensure the planned maintenance programme is maintained and updated.
- Ensure that planned maintenance work is carried out safely and with due regard for the operational needs of the Hospice.
- Monitor health and safety hazards
- Assist in the implementation and management of a programme of site inspections and audits to manage compliance.

### **Physical skills**

- Physical skills that will be obtained through practice and practical training
- Use a range of tools and machinery
- Standard keyboard skills are required.

### **Patient/Client Care**

- Assists patients/relatives using our facilities and awareness of special requirements when working in patient bedrooms
- Ensure confidentiality is maintained at all times

### **Policy and Service Development**

- Complete H&S records
- Adhere to policies and procedures
- Assist in updating health and safety policies in line with legislative changes to ensure the Hospice is compliant.

### **Financial and Physical Resources**

- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building is met
- Co-ordinate the arrangement of necessary repairs and renewals in consultation with relevant managers.
- Implement environmental friendly practices within the area of responsibility.
- Promote the use of digital technology within the area of responsibility
- Contribute to effective use of the maintenance budget.

- Exercise personal duty of care when using expensive equipment
- Support the efficient use of Hospice resources
- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building met

### **Human Resources**

- Advise on the provision of suitable training for all staff and volunteers in relation to the safe and appropriate use of the Hospice's estate and facilities.
- Actively promote the use and engagement of volunteers.
- Attend appropriate training when mandatory and when identified and agreed at annual performance review.

### **Information Resources**

- Monitor and maintain records for equipment and systems in accordance with registration requirements and the Health and Safety at Work Act.
- Contribute to the development and maintenance of Hospice asset and risk registers.
- Maintenance of records in relation to the implementation of Hospice policies and procedures relating to estates and facilities management of a standard to meet audit and inspection requirements.

### **Research and Development**

- Identify appropriate solutions to the needs of the Hospice to provide a safe, welcoming and suitable environment for its guests and visitors.
- Support any audits or surveys taking place in any operational area.

### **Freedom to Act**

- Work within the agreed annual budget and plan, with guidance from the Chief Executive
- Working independently within standard operating procedures using own initiative with results/outcomes assessed at agreed intervals

## **EFFORT & ENVIRONMENT**

### **Physical**

- In order to access all parts of the Hospice's estate, test equipment and diagnose faults, there is an occasional requirement to exert moderate physical effort.
- There is a frequent requirement for standing and moving and handling equipment
- There is an occasional requirement for working in confined spaces

### **Mental**

- Concentration is required, especially when working with tools and equipment

### **Emotional**

- There is an occasional requirement to interact with users of Hospice services, their families and carers.
- Occasional exposure to emotional or distressing situations

### **Working Conditions**

- Occasional outside working

### **Data Protection and Confidentiality**

- All employees have a responsibility in line with information governance to maintain confidentiality and ensure the principles of the Data Protection Act 1998 are applied to patients, clients, staff, volunteers and Hospice business information, including electronic information. Only information required to fulfil the duties of the role should be accessed by the post holder.
- All employees have a responsibility to use electronic systems in a way that preserves the dignity and privacy of people, helps to ensure services of the highest quality, and is compliant with the law and Hospice policies and procedures

### **Health and Safety**

- The Hospice will take all reasonably practical steps to ensure the health, safety and welfare of its employees while at work. Employees will familiarise themselves with the Health and Safety Policy and procedure as well as the fire procedures and ensure a safe working environment for self and others in line with these

### **Safeguarding**

- All employees should make themselves aware of the policies and procedures of safeguarding, take personal responsibility as far as is reasonably practicable, to safeguard children and vulnerable adults, complete statutory and mandatory training and take appropriate action as set out in the Hospice's policies and procedures.

### **Infection Control**

All employees have a responsibility to ensure the risk of infection to themselves, colleagues, patients, relatives and visitors is minimised by:

- Attending mandatory training and role specific infection prevention education and training
- Challenging poor infection prevention and control practices
- Ensuring their own compliance with Hospice Infection Prevention and Control policies and procedure.

### **Equal Opportunities**

- The Hospice welcomes all persons without regard to race, religion or belief, age, gender re-assignment, sex, sexual orientation, pregnancy or maternity, marriage or civil partnership, physical or mental disability. The Hospice aims to provide services in a manner that enables all members of the community to access them.
- Employees must behave in a non-judgemental manner that respects the differing needs and cultures of others.

**Note:** This post is deemed to require a Disclosure check via the Disclosure and Barring Service. Therefore it will be necessary before the appointment to contact the DBS to check on any relevant criminal background.

This job description is not intended to be an exhaustive list of duties and responsibilities of the post and the post holder may be requested to carry out duties appropriate to the grade of the post.

The post may change over time to meet organisational/personal requirements, and this job description may be changed after consultation with the post holder

Some flexibility in the hours worked will be essential at times to meet demands placed on our service.

The post holder shall perform their duties at any other reasonable location to which they may be directed from time to time by the Employer

**JOB DESCRIPTION AGREEMENT**

**Signature of Post holder:** ..... **Date:** .....

**Signature of Manager:** ..... **Date:** .....

