



**Job Description**

<b>1. JOB DETAILS</b>	
<b>Job Title</b>	Grounds and Maintenance Co-ordinator
<b>Department</b>	Central Support
<b>Grade</b>	3
<b>Responsible to:</b>	Estates and Facilities Manager
<b>2. AIM</b> To maintain the operating condition and high standards of appearance of our grounds, premises and equipment	
<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; GMC[Grounds &amp; Maintenance Co-ordinator] </pre>	
<b>4. KEY RESPONSIBILITIES</b>	
<b>Communication and relationships</b> <ul style="list-style-type: none"> <li>• Maintain good communication across all departments with staff, volunteers, patients and visitors.</li> <li>• Report any equipment or fittings that require specialist maintenance or repair in line with Hospice procedures</li> <li>• Liaise with suppliers and contractors as required</li> </ul>	
<b>Analytical and judgement skills</b> <ul style="list-style-type: none"> <li>• identify and analyse problems and faults with equipment/systems and processes</li> <li>• Responsible for monitoring the day to day implementation of the Hospice Water Quality Policy, the Fire Safety Policy and the Medical Gases Policy, ensuring regular checks and safety inspections are undertaken and report any issues through the appropriate channels</li> </ul>	

- Assist with the management of heating and oxygen supplies

### **Planning and organisational skills**

- Work with a team of volunteers in maintaining and co-ordinating the day-to-day upkeep of the garden areas
- The post is based in the Hospice and grounds, with frequent travel to the retail outlets. Assessment of maintenance requirements and carrying out minor maintenance repairs.
- Carry out minor internal maintenance, e.g. replacing broken lamps, bedroom fixtures and fittings, carrying out minor general repairs and decoration
- Store and maintain sufficient stock to ensure Estates has the necessary resources to operate efficiently
- Ensure tools, machinery and equipment are kept in good working order
- Ensure storage areas for tools and machinery are kept clean and tidy
- Assist with the set-up and take-down of Hospice events at the main Park House Road location
- Complete weekly fire alarm tests, checking operation of fire doors

### **Physical skills**

- Physical skills that will be obtained through practice and practical training
- Use a range of tools and machinery

### **Patient/Client Care**

- Awareness of special requirements when working in patient bedrooms
- Ensure confidentiality is maintained at all times

### **Policy and Service Development**

- Be aware of the Health and Safety policies and the requirements of COSHH
- Comply with Hospice policies and procedures
- Propose changes to own area of work e.g. development of gardens

### **Financial and Physical Resources**

- Exercise personal duty of care when using expensive equipment
- Responsible for effective stock control of supplies / maintenance within the general office.
- Complete weekly silent and sound fire alarm tests, checking the operation of fire doors, communicating with all staff and liaising with the remote monitoring station throughout.
- Maintain and record all faults, and progress of, in the maintenance log.
- Responsible for performing order / delivery note / invoice checks.
- Report as necessary any faults re: equipment or office accommodation and ensure the safety and security of the building met.

### **Human Resources**

- Responsible for co-ordinating and directing the work of our volunteer gardeners and maintenance volunteers.
- Attend mandatory training and training courses related to duties of the post ensuring regular updating

**Information Resources**

- Ensure equipment and facilities PAT testing is completed and accurate records maintained and stored appropriately
- Ensure gardeners and other volunteers involved in own area of work are kept informed of Hospice developments that affect them
- Record entries in maintenance log in response to fault and maintenance reports

**Research and Development**

- Continually look for ways to improve the quality of the service one provides to staff, volunteers, patients, guests and visitors.

**Freedom to Act**

- Working independently within standard operating procedures using own initiative with results/outcomes assessed at agreed intervals

**EFFORT & ENVIRONMENT****Physical**

- 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**

- Occasional exposure to emotional or distressing situations

**Working Conditions**

- Regular work outside with frequent exposure to inclement weather

**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 within the Hospice have a responsibility for, and is committed to, safeguarding and promoting the welfare of children and vulnerable adults and ensure they are protected from harm.
- 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:** .....