

The Newcastle upon Tyne Hospitals NHS Foundation Trust

Job Description

1. Job Details

Job title: Specialist Craftsperson (Electrical)

Band: 5

Directorate: Estates

Base: Trustwide

Essential requirements

- BTEC, HNC/HND Approved Apprenticeship, City and Guilds or NVQ 3 Technicians Certificate or equivalent qualifications in relevant topic.
- Comprehensive post apprenticeship experience.
- Experience of working in an industrial environment.
- Electrical services systems maintenance.
- Expertise and a full understanding of electrical services and electrical control systems in a healthcare environment.
- Thorough working knowledge of Building Management Systems.
- Have a detailed working knowledge of the following:
 - Electrical Distribution (LV)
 - Fire Alarm Systems
 - Emergency Lighting Systems
 - IPS/UPS
 - Standby Electrical Generation Systems
- Fit and mobile.
- Able to make workload assessments and allocation.
- Ability to evaluate and solve problems in situ.
- Ability to communicate verbally by phone and in writing to Senior Management and clinical users throughout the Trust.
- PC and IT literate.
- Ability to use tools and test equipment
- Self-motivated, good communicator, good team worker.

Desirable requirements

- Qualification and experience in fire alarms, control systems.
- Level 3 qualification in inspection, testing and initial verification.
- Experience in a hospital maintenance environment.
- Hospital experience.
- Electrical testing and inspection.
- Understanding of mechanical systems.
- Electrical installation.

2. **Job Purpose**

- To install, maintain, service and repair the full range of estates specialist equipment, plant and infrastructure.
- Provides technical advice to other estates maintenance staff and contractors to ensure compliance with safety standards and procedures.
- Act in the role of Competent Person, as defined by Health Technical Memorandum, for the Electrical Distribution (LV) system.
- Undertakes condition surveys, evaluates inspection reports.

3. **Dimensions**

- Responsible for calibration, fault finding and repair on a wide range of engineering plant, equipment and complex engineering infrastructure such as standby generators, 3 phase and single phase electrical circuits, control circuitry and all other associated hospital plant and equipment.

4. **Organisational Arrangements**

Reports to: Specialist Engineering Supervisor

Accountable to: Deputy Director of Estates

5. **Knowledge, Training and Experience**

- BTEC, HNC/HND Approved Apprenticeship, City and Guilds or NVQ 3 Technicians Certificate or equivalent qualifications in relevant topic with significant professional experience.
- Understand, diagnose and repair faults in complex electrical distribution infrastructure, engineering plant and equipment.
- Diagnose and rectify unusual/novel faults on electrical systems, potentially in emergency situations.
- Carryout basic fault finding and rectification, along with temporary isolation, of the site main fire detection and alarm system.
- Carry out installation and testing of new works as part of the Estates Minor Works and Life Cycle Replacement Works.
- Understand the workings of all specialist and non-specialist electrical systems at Newcastle upon Tyne Hospitals NHS Foundation Trust.
- Able to work in isolation or as part of a team to complete tasks within agreed timescales.
- Able to work autonomously across the Trust sites, ensuring patient, public and staff safety is paramount.
- Participate in essential training to ensure the Trust is compliant with statutory regulations. Participate in personal development and ongoing learning.
- Provide and receive complex information regarding technical issues and safety requirements to various groups, such as staff, customers and contractors.
- To liaise with engineering managerial staff regarding systems or equipment failures and to request the supply of goods and/or services as necessary.

- Undertake essential repair works and general maintenance activities at the request of the Engineering Supervisor.
- Carry out planned preventative maintenance inspections and commissioning tests in accordance with maintenance manuals and Trust procedures. This includes the planning and organisation of complex activities such as shut downs and interruptions to power supplies or service. Be able to physically carry out heavy repairs such as moving and handling of equipment.
- Follows detailed engineering drawings and specifications. Uses all relevant tools and equipment, including specialist testing instruments within safety guidelines as necessary for the completion of works.
- Regularly undertake R&D activities such as condition surveys and acceptance testing of new equipment.
- Provides technical familiarisation training to groups of staff as required.

6. Skills

Communication and Relationship Skills

- The post holder will be able to communicate effectively in writing, orally and electronically.
- The post holder must be able to receive and communicate technical and non-technical information with a range of colleagues and personnel in the Trust. These will include:
 - Clinical staff
 - Other Estates staff
 - Departmental staff
 - Contractors
- The post holder will use IT systems to generate, receive and communicate a range of technical and non-technical information, e.g. creating job docket, works orders, and technical reports.
- Liaise with staff and patients in order to minimise patient disruption as part of essential works.
- Able to communicate effectively with externally professional bodies as part of partnership working across the site.
- Understand and fully support the inter-relationship between the various maintenance crafts.
- Be able to frequently concentrate on fault-finding and inspections as well as interruptions for dealing with emergencies.

Analytical and Judgement Skills

- The post holder will diagnose problems:
 - Make the appropriate decisions in order to organise repairs/maintenance tasks, tests and or refurbishment.
 - The decision-making process may require choosing from a range of options.

Planning and Organisational Skills

- Plan and prioritise complex activities on a daily basis as part of their usual work within clearly defined parameters, for example, isolation and repair of pressure systems.
- Adopt a flexible approach and change the plan of work to respond to the clinical environment, urgent and emergency calls.

- Complete all inspection report sheets and test certificates as necessary following planned maintenance schedules.
- The post holder is responsible for data quality and complying with the policies, procedures and accountability arrangements throughout the Trust for maintaining accuracy and probity in the recording of the Trust's activities.

Physical Skills

- Use of a wide range of tools, machinery and equipment, some of which are specific to the Electrical trade, requiring hand-to-eye coordination to finite tolerances.
- Basic keyboard skills.

7. Key Result Areas

Patient and Client Care

Infection Control:

- Ensure the risk of infection to yourself, colleagues, patients, relatives and visitors is minimised by:
 - being familiar with, and adhering to Trust policies and guidance on infection prevention and control
 - attending Trust Induction Programme(s) and statutory education programmes in infection prevention and control
 - including infection prevention and control as an integral part of your continuous personal/professional development
 - taking personal responsibility so far as is reasonably practicable, in helping ensure that effective prevention and control of health care acquired infections is embedded into everyday practice and applied consistently by you and your colleagues

Policy and Service Development Implementation

- Comply with Trust policies.
- Comply with departmental policies in own work area, e.g. operating machinery, confined spaces and Risk Assessments.
- Comment on or make proposals regarding the development of interdepartmental policy.
- Implementation of relevant policies and actively contribute to policy development.

Financial and Physical Resources

- Exercise personal duty of care in the use of expensive equipment provide at Trust expense.
- Minimise financial loss via efficient repair and maintenance of Trust property and equipment.

Human Resources

- Comply with all Trust Policies, Procedures and Guidelines.
- Promote Equality and Diversity rights.

Management

- Supervise assistants, apprentices and contractors when required.
- Using their experience, train and instruct new employees on specialist hospital plant and equipment as part of their induction programme and pass on

knowledge to others on the above features and other aspects of their work. Including providing training and knowledge to groups when required.

- Supervise maintenance assistants and contractors including the checking and evaluation of works carried out.

Education

- Will be expected to facilitate the development of other staff, new into post acting as mentor/trainer.
- Involved with on-the-job technical Apprentice and Maintenance Assistant training.

Leadership

- Act as a role model to others

Information Resources

- Required to make full use of computerised systems, including handheld devices, in the processing of information in relation to work activities on a daily basis and updating that information as required.

Research and Development

- Take part in staff satisfaction and or quality audit when required.
- The post holder occasionally undertakes audits on working methods.

8. Freedom to Act

- The post holder works usually within pre-defined parameters and procedures.
- Use initiative and ensures that work is undertaken in a timely and appropriate fashion.
- Decisions may be made which can affect patient welfare, and can also have an effect on the organisation as a whole.

9. Effort and Environment

Physical Effort

- Frequent requirement for light physical effort, including sitting in restricted position at VDU to manipulate data sets and produce reports using Microsoft packages.
- Occasional requirement for moderate physical effort
- There is an ongoing requirement for moderate physical effort with an occasional requirement for intense physical effort in short bursts.

Mental Effort

- Frequent concentration if required where the work pattern is unpredictable.

Emotional Effort

- Exposure to distressing circumstances is rare.

Working Conditions

- The Post holder's normal duties will include working throughout a large hospital site in plant rooms, ducts and service outlets.
- Working in hot temperatures, confined spaces, at height.
- There will be a need for working in abnormal conditions.

- Unpleasant, and sometimes hazardous.
 - Noise levels
 - Extremes of temperatures
 - Chemicals, fumes, adhesives and smells.

Signed:
(Post holder)

Date:

Signed:
(Directorate Manager or equivalent)

Date:



The Newcastle upon Tyne Hospitals NHS Foundation Trust

Person Specification

JOB TITLE: Specialist Craftsperson (Electrical)

BAND: 5

DIRECTORATE: Estates

<u>REQUIREMENT</u>	<u>ESSENTIAL</u> Requirements necessary for safe and effective performance of the job	<u>DESIRABLE</u> Where available, elements that contribute to improved/immediate performance in the job	<u>ASSESSMENT</u>
Qualifications & Education	<ul style="list-style-type: none"> • BTEC, HNC/HND Approved Apprenticeship, City and Guilds or NVQ 3 Technicians Certificate or equivalent qualifications in relevant topic. • Comprehensive post apprenticeship experience. 	<ul style="list-style-type: none"> • Qualification and experience in fire alarms, control systems. • Level 3 qualification in inspection, testing and initial verification. • Experience in a hospital maintenance environment. 	
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in an industrial environment. • Electrical services systems maintenance. • Expertise and a full understanding of electrical services and electrical control systems in a healthcare environment. • Thorough working knowledge of Building Management Systems. • Have a detailed working knowledge of the following: <ul style="list-style-type: none"> ○ Electrical Distribution (LV) ○ Fire Alarm Systems ○ Emergency Lighting Systems ○ IPS/UPS ○ Standby Electrical Generation Systems. 	<ul style="list-style-type: none"> • Hospital experience. • Electrical testing and inspection. • Understanding of mechanical systems. 	
Skills & Abilities	<ul style="list-style-type: none"> • Fit and mobile. • Able to make workload assessments and allocation. • Ability to evaluate and solve problems in situ. • Ability to communicate verbally by phone and in writing to Senior Management and clinical users throughout the Trust. • PC and IT literate. Ability to use tools and test equipment. 	<ul style="list-style-type: none"> • Electrical installation. 	
Values / Behavioural / Attitudes	<ul style="list-style-type: none"> • Self-motivated, good communicator, good team worker. 		
Core Behaviours	<ul style="list-style-type: none"> • Alignment to Trust Values and Core Behaviours 		

CANDIDATE:

REFERENCE NO:

SIGNED BY:

DATE:

Job Evaluation Reference: EST/AAC/EST/TRT/157

DESIGNATION:

