

# Apprentice Estates Engineer

## Job Description & Person Specification –

A summary of the role responsibilities and person specification

### Why Our Trust?

#### Terms and conditions

**Post – Apprentice Estates Engineer**

**Division – Estates**

**Department – Estates and Facilities**

**Band –** Years 2 & 3 = Band 3 (full time – 37.5 hours per week)  
Year 4 = Band 4 (full time – 37.5 hours per week)

**Location – Bristol**

**Annual leave – Up to 33 days dependant on NHS Service**

**Pension - The NHS Pension Scheme is a defined benefit scheme. Further details and outline of benefits can be found at: [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions)**

#### Job Purpose

Based at the Estates Department, you will be required to assist qualified engineers to maintain the Trust's equipment including water systems, electrical systems, air handling units, heating and ventilation equipment.

You will gain technical skills, to enable you to take responsibility for the full compliance and testing required on equipment to meet the requirements as written in the appropriate compliance documents. You must be flexible, polite, punctual, respectful and pro-active enabling a range of duties within and outside of your core skills to be handled with competence.

You will be expected to gain competence working on both mechanical and electrical systems. You must have the aptitude for problem-solving skills to enable you to interpret readings and test results to determine machines compliance and be able to take corrective action as required ensuring process effectiveness. Liaise with unit Managers to ensure the machines are maintained and fit for their intended purpose in order to maintain service provision

#### About us

**Our mission** is to improve the health of the people we serve by delivering exceptional care, teaching and research every day.

#### What you'll love about working here

**UHBW has been rated by the CQC as 'Good'** - our staff are proud to deliver excellent care. As a forward-thinking multi-award winning Trust, our world-leading research and innovations are having a positive local and global impact. Our hospitals are spread across Bristol and Weston-super-Mare, join us and you can enjoy the very best of both worlds; city living within a stone's throw of the countryside or beside the seaside, both with easy access to all that the South West has to offer.

**A digital exemplar** - Being appointed as a Global Digital Exemplar means we can realise this vision by implementing digital technologies that will help us to transform the way we work and how we relate to our colleagues, patients and partner organizations.

**Sustainable healthcare** - We have joined the international movement to declare a climate emergency, recognising the impact climate change is having on the world. Climate change is labelled as the greatest threat to health in the 21st century, with a range of conditions related to heat, cold, extreme weather and air pollution predicted to rise. To lead the way in healthcare the Trust has set ambitious goals to become carbon neutral by 2030.

**Access to further opportunities with the Trust** - Apprenticeships are a great way to learn and earn on the job. UH Bristol and Weston provides a range of apprenticeships to support a huge number of career opportunities in clinical and non-clinical support services with apprenticeships starting at level 2 through to level 7. As an organisation we encourage further development of all employees to progress upward within their chosen field.

#### Diversity & Inclusion

A core principle of the Trust is to ensure that patients and staff are treated with dignity and respect. Promoting equality, diversity and human rights and challenging any form of inequality, discrimination, harassment or abuse are central to the Trust's Values.

'Committed to inclusion in everything we do' is the ambition set out in the Trust's Workforce Diversity & Inclusion Strategy.

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As the work involves working in various parts of the hospital and clinical areas, trustworthy and honesty are paramount qualities. These together with a conscientious and friendly nature will enable you to fulfill this role.

Following appropriate training, qualifications and assessment by external Authorising Engineers you may be required to work on your own initiative.

The Estates Engineer will develop the skills to be competent to provide the agreed quality standards.

The Apprentice Estates Engineer will develop through education, training and practice of the fundamental skills, knowledge and competencies to perform their duties at a competent level in the Estates Department.

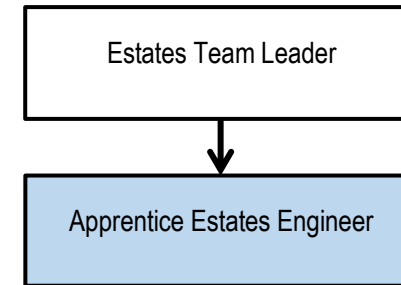
### Main Duties and Responsibilities

#### Estates Function

The Estates Engineer will perform the following duties (under direct supervision)

- Assist with and carry out maintenance on various items of Trust equipment.
- Assist with and carry out repairs and maintenance to plant and services.
- Assist with and carry out repair works to electrical & electronic circuits, mechanical pipework systems such as water, steam and condense, Instrumentation, controls, pneumatic and hydraulic systems.
- Use computers, data loggers, thermal couples and chart recorders in conjunction with our BMS team.
- Problem solving technical issues and faults by interrogation of data.
- Able to effectively communicate with staff at all levels.
- Prepare as required, services for insurance inspection by external competent surveyors.
- Undertake training as required and deemed necessary to enable you to carry out your duties safely and effectively.

### Organisational Structure



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- Capable of exerting moderate physical effort and occasionally required to exert intense physical effort for short periods e.g. moving heavy equipment.
- Ensure safety precautions are observed
- In the future there may be a need to work as part of a shift rota.
- Carry out water sampling for quality tests, e.g. Conductivity, pH and softness
- Attend college or undertake learning activities on a weekly basis to gain an industry recognised trade qualification.
- Undertake training as directed by the Trusts appointed learning partners
- Keep accurate records of your continual professional development
- Undertake and keep up to date all Trust mandatory training
- Use technology based systems to manage and report on activities undertaken
- Have an adaptable approach to learning and willingness to support and assist a variety of trades as directed by the Team Leaders or Operational Managers

### Education

- Attend Corporate Induction
- Attend compulsory training elements of the Apprenticeship.
- Successful completion of each component part of the Property Maintenance Operative
- Apprenticeship standard (level 2) followed by a specialist level 3 trade apprenticeship
- Standard plus any relevant English and maths qualification(s) within required timescales.
- Complete and return on time; all written work, reflective logs and assignments as required.
- Participate in the training delivered throughout the course.
- Attend any internal/external training sessions as directed by your line manager.
- Successful completion of the End Point Assessment.
- Complete, if required, functional skills mathematics and English exams at level

1 and at least one attempt at level 2.

### Professional

- Demonstrate ability to access Trust policies and procedures and comply with those relevant to role.
- Act at all times in a manner, which illustrates respect for privacy, dignity and confidentiality.
- Embrace the Trust values.
- Act within limits of competence, ensuring actions support care, protection and well
- Ensure all mandatory training is undertaken in line with Trust policy.
- Participate when requested with investigations relating to incidents involving patients and staff.
- Participate in team discussions / meetings.

### Administration

- Use IT systems such as Medway, patient information and information within the workplace environment.
- Participate in the induction and orientation of newly appointed staff, learners and other visitors to the department.
- Comply with Trust policy regarding information governance and the care of patient property.

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**Personal Profile** - (E) = Essential (D) = Desirable

### Knowledge and Experience

- A practical interest in engineering or science - E
- Be able to work as a member of a team - E

### Skills and Abilities

- Good communication skills both written and verbal - E
- Able to complete appropriate documentation accurately - E
- Committed to providing high quality service - E
- IT skills, basic word, Email, keyboard skills, data collection - E
- Ability and willingness to undertake appropriate training - E

### Aptitudes

- Able to demonstrate calm, caring manner/attitude - E
- Enthusiasm and commitment to working within the health care setting – E
- Flexible and adaptable to change. - E

### Qualifications and Training

- GCSE A\* - D in English Language or equivalent (e.g. Functional Skills Level 1 or above; Certificate in Adult Literacy at Level 1) and GCSE A\* - D or equivalent in Mathematics (e.g. Functional Skills Level 1, Certificate in Adult Numeracy at Level 1) - E
- GCSE or equivalent in an engineering, craft or maths -E
- Level 2 Trade Qualification - D

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### Transforming Care

Delivering sustainable healthcare services to our patients, which are effective, efficient and driven by excellence, is at the heart of our organisation. Transforming Care is the Trust's overarching programme of transformational change. It enables staff to use a structured approach to continuously improve and innovates their services, strengthen our capability, and deliver our Trust's mission to improve the health of the people we serve by delivering exceptional care, teaching and research, every day.

Our Quality Improvement Academy is open to all staff and leaders across the Trust, and provides training to lead or take part in improvement and transformation activities in their departments and across the Trust. We will support staff to develop the skills and tools to improve services to deliver the best care to our patients and public.

### Information Governance

It is the responsibility of all staff to respect the confidentiality of patients and staff, as specified in the Caldicott Principles, Data Protection Act 2018 and the Human Rights Act. It is the duty of every employee to:

- Only access person identifiable information as required in the execution of their duties.
- Disclose information appropriately, in line with the Data Protection Act 2018.
- To ensure good quality data by recording, promptly and accurately, clinical and non-clinical information within agreed timescales to PAS, the health record or the appropriate clinical or non-clinical information system
- Always trace patient notes on the Patient Administration System

Maintain the confidentiality of their passwords / usernames and if in possession of a 'Smartcard' abiding by the terms and conditions of its use.

### Workplace Wellbeing

The Trust Workplace Wellbeing Framework encourages all colleagues to look after their own wellbeing as well as supporting the wellbeing of colleagues. Line managers will oversee the wellbeing of their team, making wellbeing a priority when considering ways of working and will undertake regular health and wellbeing conversations that are supportive, coaching-style one-to-one discussions focused on building team resilience. To assist this, the Trust offers comprehensive wellbeing provision for employees, students, volunteers and managers.

### Safeguarding Children and Vulnerable Adults

The Trust is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults, and as such expects all staff and volunteers to share this commitment.

### Quality and Clinical Governance

Quality in the NHS has three core dimensions: Patient Safety, Patient Experience and Clinical Effectiveness. Clinical Governance is about the systems, processes and behaviours to ensure that high quality services are provided to patients. Every member of staff has a role to play in striving for excellence: it is important that everyone is aware of and follows policies and procedures that govern their work; and if something goes wrong, everyone has an obligation to report it so lessons can be learned from mistakes, incidents and complaints. If any member of staff has concerns on any clinical governance matters, they should raise them with their line manager, professional adviser, or a more senior member of management. Reference should be made to the Trust's guidance on Raising Concerns about provision of patient care.

### Health and Safety

Under the provisions contained in the Health and Safety at Work Act 1974, it is the duty of every employee to:

- Take reasonable care of themselves and for others at work
- To co-operate with the Trust as far as is necessary to enable them to carry out their legal duty
- Not to intentionally or recklessly interfere with anything provided including personal protective equipment for Health and Safety or welfare at work.

Everyone has a responsibility for contributing to the reduction of infections.

Senior Management is responsible for the implementation throughout the Trust of suitable arrangements to ensure the health, safety and welfare of all employees at work and the health and safety of other persons who may be affected by their activities. Where health and safety matters cannot be resolved at Senior Management level the appropriate Executive Director must be notified.

Line Managers are responsible for the health and safety management of all activities, areas and staff under their control. This includes responsibility for ensuring risk assessments are completed and implementation of suitable and sufficient control measures put in place. Health and safety issues are dealt with at the lowest level of management practicable. Where health and safety matters cannot be resolved at a particular management level the appropriate Senior Manager must be notified.