

TETBURY HOSPITAL TRUST LTD

JOB DESCRIPTION

Title:	Driver & Support Maintenance Officer
Grade :	Band O
Responsible to:	Estates Lead
Accountable to:	Chief Executive Officer
Liaises with:	All staff groups within Tetbury Trust, external sub-contractors, Health and Safety advisors, NHS organisations, members of the public

Job Summary:

The post holder will be responsible for the safe transportation of hospital property and including the upkeep of the hospital vehicles, as detailed in departmental policy, in addition to assisting in maintenance related duties on the hospital premises.

The post holder will carry out transport duties as delegated, in an economic, efficient and safe manner, in accordance with legislation and agreed standards.

Principle Duties:

- 1 To meet on a weekly basis with Maintenance Officer/Estates Lead to discuss and plan transport work schedule
- 2 To carry out routine transport which include: surgical instrumentation between Tetbury Hospital and Gloucester Royal Hospital Sterile Services Department, patient records, specimens and samples
- 3 To ensure hospital vehicles and related equipment are fit for purpose. To carry out scheduled checks to Trust vehicle i.e. tyres, water, body, wipers etc. Log any faults on daily log sheet as well as all mileage readings for any journeys made. If any fault is warranted serious enough to contravene the M.O.T. certificate or render the vehicle un-roadworthy, responsible for alerting Maintenance Officer and Estates Lead. Refuel as and when required
- 4 To be responsible for purchasing fuel and additional supplies, as required
- 5 To plan and organise work schedule in the most effective, efficient and economical manner to minimise unproductive time and travelling costs

- 6 Plan and organise tasks, activities or programmes, react and re-organise activities to the needs and demands of the service. Ensuring minimum disruption and inconvenience to clinical/non clinical staff, patients and members of the public
- 7 To work constructively with colleagues and external service-providers and maintain effective working relationships
- 8 To carry out premises related tasks including road sweeping, leaf clearance and litter debris collection, emptying of surface water gullies and small silt traps, snow clearing and gritting, as required
- 9 Be aware of the correct procedures when moving heavy equipment, manually, with the use of mechanical aids and cranes. Analyse and use judgement to determine the safest way of moving the object taking into account the conditions of the environment, the safety of anyone in the vicinity and ensuring that the security of the premises is maintained remaining at the area until safe to leave
- 10 Interpret operational manuals, Manufacturer's guidance and schematic diagrams when working on or with technical equipment
- 11 Interpret environmental conditions and ensure health and safety and relevant legislation is adhered to. Seek assistance from line manager when appropriate
- 12 Ensure that all necessary personal protective equipment provided by Tetbury Hospital is used, as appropriate, before undertaking any task
- 13 To provide on-site maintenance services such as fire alarm system checks when required, to cover planned and unplanned leave
- 14 Ensure all Health and Safety legislation is adhered to.

Confidentiality

As an employee you have a responsibility to maintain the confidentiality of any confidential information which comes into your possession regarding patients, employees or any other business relating to the Tetbury Hospital Trust

Your attention is drawn to the confidential nature of information collected within the health service. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act or subsequent legislation.

Health & Safety

As an employee you have a responsibility to abide by all of the safety practices and codes provided by the Trust and have an equal responsibility with management for maintaining safe working practices for the health and safety of yourself and others.

Employees must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and associated legislation, to maintain a safe working environment for both staff and visitors,

All employees must comply with the Trust Infection Control Policy. All employees must attend infection control training

Quality Assurance

As an employee of the Trust you are a member of an organisation that endeavours to provide the highest quality of service to our patients. You are an ambassador of the organisation and, as such, are required to ensure that high standards are maintained at all times.

Equal Opportunities

As an employee you have a responsibility to ensure that all people that you have contact with during the course of your employment, including patients, relatives and staff are treated equally in line with the Trust's Equal Opportunities Policy.

Risk Management

You have a responsibility for the identification of all risk which have a potential adverse effect on the Trust's ability to maintain quality of care and the safety of patients, staff and visitors, and for the taking of positive action to eliminate or reduce these.

General Notes

The duties outlined in this role specification serve as a guide to the current and major responsibilities of the post. The duties and obligations associated with the post will inevitably vary and develop and the role specification will be reviewed on a regular basis. Changes will be subject to consultation with the postholder.

Safeguarding

All employees have a responsibility to support the safety and well-being of children, young people and adults at risk of harm and to practice in accordance with legislation. Knowledge, skills and competency are to be maintained according to role and responsibilities in order to fulfil Safeguarding Children and Adults at Risk responsibilities. All employees are expected to comply with existing local Safeguarding policies and procedures

Development

The Trust is committed to supporting the development of all staff. All employees have a responsibility to participate in regular 1:1s and appraisals with their manager and identify performance standards for the post. As part of the appraisal process employees have a joint responsibility with their line manager to identify any learning and development needs in order to meet the agreed performance standards required of the post holder.

NHS Constitution

As a commissioned provider of NHS services, Tetbury Hospital Trust has a responsibility to adhere to the NHS Constitution which establishes the principles and values of the NHS in England. It sets out rights to which patients, public and staff are entitled, and the pledges which the NHS is committed to achieve, together with responsibilities which the public, patients and staff owe to one another. All NHS Bodies private and third sector providers supplying NHS services are required by law to take account of this Constitution in their decisions and actions.

A handbook accompanying the constitution may be found by going to NHS Constitution for England - Publications - GOV.UK that essentially provides further and more detailed explanation of each of the rights and pledges.

Criminal Records

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous criminal convictions.

	Name	Signature	Date
Post Holder			
Line Manager			

PERSONAL SPECIFICATION

This document describes the qualities required for a post-holder that are not captured by the JD.

SPECIFICATION	DESCRIPTION	
	Essential	Desirable
Qualifications <i>(This must include the level required to appoint to the post. Any requirement for registration should also be recorded here.)</i>	<ul style="list-style-type: none"> • Good Basic Education • Full driving licence 	
Experience/Skills <i>(Type and level of experience required to fulfil duties)</i>	<ul style="list-style-type: none"> • Knowledge of Health and Safety at Work, manual handling, COSHH regulations, risk assessments • Ability to plan and use resources effectively to ensure that services are provided efficiently. • Ability to carry out tasks and work on own initiative • Good time management, planning and problem-solving skills. 	<ul style="list-style-type: none"> • Demonstrate experience of maintenance work and driving
Communication Skills <i>(Indication type of communication and audience. e.g. face-to-face with patients, presentations to colleagues, etc.)</i>	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills allowing the role holder to provide accurate information relating to maintenance issues. 	

	<ul style="list-style-type: none"> • Able to demonstrate a professional telephone manner for dealing with maintenance queries and liaising with maintenance professionals both internal and external to the Trust. 	
Flexibility <i>(Note here any flexibilities required by the post. e.g. Shift Working required, New tasks may need to be undertaken frequently,)</i>	<ul style="list-style-type: none"> • Able to cover planned and unplanned leave of Maintenance Officer when required • Able to work some Saturdays to cover hospital transport requirements 	
Other <i>(Any other key issues not recorded elsewhere in JD or person spec.)</i>	<ul style="list-style-type: none"> • Committed to safe, high quality professional service, which safeguards patient confidentiality at all times, and presents the Trust positively during external interactions. 	

I understand and accept my accountabilities and responsibilities as outlined in this job description and person specification

	Name	Signature	Date
Post Holder			
Line Manager			

Last updated 25/10/21 NOH