

JOB DESCRIPTION

JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Painter & Decorator
HOURS AND DURATION	Band 4 Subject to Banding
AGENDA FOR CHANGE REFERENCE NUMBER	As specified in the job advertisement and the Contract of Employment
DBS LEVEL	TBC
REPORTS TO	Enhanced
ACCOUNTABLE TO	Building Fabric Team Supervisor
LOCATION	Senior Estates Manager
JOB SUMMARY:	<p>The post holder will initially be based at the location specified in the job advertisement and the Contract of Employment. However, the Trust reserves the right, with consultation, to relocate post holders to any base within the Trust in line with service requirements.</p> <p>The postholder will carry out the repair, maintenance and improvement of all building fabric finishes associated with all Trust properties. This will consist of Planned Preventative Maintenance (PPM), reactive defect correction and minor works. This will involve working alongside other trade groups to provide an effective maintenance, repair and installation service which is responsive to building user's needs.</p> <p>Under the guidance of the Building Fabric Team Supervisor, the post holder will carry out maintenance and minor refurbishment work, within their core tradecraft skill, in a safe manner and to a high quality, on a full range of building fabric.</p> <p>The post holder must have a multi-skilled approach to a range of work of other trades outside their core trade skills and be able to undertake work in a safe and effective manner, complying with all relevant safety legislation and Estates Department safe working procedures on all works undertaken. They must carry out the full range of maintenance duties specific to their core trade as required, including non-routine, planned and corrective maintenance tasks, this includes work on, or around, bedhead services and building fabric in wards and departments which will involve incidental patient contact.</p> <p>They must hold a clean valid UK driving license as the position is a mobile role across Leicestershire and Rutland.</p>

MAIN DUTIES AND RESPONSIBILITIES:

1. To demonstrate the Trust's values in everything you do in the work environment and live up to LPT's Leadership Behaviours
2. **To be responsible in the use and expenditure of the Trust's resources that you utilise**
 - 2.1. Identify, arrange, and procure replacement materials related to core trade to the value of £2k.
 - 2.2. To ensure that resources are deployed effectively and that robust procedures are in place to deliver key targets and measures e.g. cost improvements to support the provision of high quality and effective services.
 - 2.3. Preparation of estimates for materials and wall coverings for purchase to ensure its value for money and within budget.
3. **Delivery of Effective Healthcare within the organisation**
 - 3.1. Undertake regular Planned Preventative Maintenance (PPM) of a wide variety of building fabric. Record and analyse results with reference to historical data and determine appropriate actions.
 - 3.2. Undertake modifications and adaptations to building fabric to comply with legislative changes, Estates and Facilities Alerts and Infection Prevention and Control reports.
4. **Establishing Effective Leadership and Communication**
 - 4.1. To role model compassionate and inclusive leadership in order to shape the creation of a collective leadership culture within the Trust. This means demonstrating a consistent leadership style which (a) engages, enables and empowers others (b) uses coaching to promote ownership of learning and quality improvement and (c) facilitates team working and collaboration within teams / departments and across organisational boundaries.
 - 4.2. Contributes to the setting of team objectives as part of the business planning process
 - 4.3. Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
 - 4.4. Understands and respects the inter-relationships between the different maintenance crafts.
 - 4.5. Propose changes to protocols and procedures and to contribute to policy development
 - 4.6. Communicates and explains technical information to colleagues.
 - 4.7. Effective communication will be required with superiors, building users, and clinical and clerical trust staff – to ensure safe and smooth completion of work with limited disruption to clinical activity
 - 4.8. Works collaboratively with colleagues, other members of staff, contractors etc on a day to day basis, seeking mutual understanding of requirements and co-operation as required.
 - 4.9. To liaise with other operatives and maintenance staff within the Estates Department, contractors and suppliers.
 - 4.10. Communicates compassionately with patients and carers at all times, during incidental contact. Patients may be verbally aggressive.
 - 4.11. Communicates with members of the public in a professional and courteous manner at all times

4.12. Provide training, coordination mentoring and technical support for building maintenance assistants and apprentices/trainees working directly under them on delegated routine tasks on a job-by-job basis and to check and evaluate their work.

5. Continuing Education, Professional and Personal Development

- 5.1. The postholder needs to hold a PASMA qualification as they will be responsible for erecting & using scaffolding towers.
- 5.2. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
- 5.3. Participate in supervision via agreed review and appraisal mechanisms
- 5.4. It is mandatory for all professionally qualified staff and clinical support staff to actively participate in clinical supervision as an integral part of their professional development
- 5.5. Learn new techniques and undergo training as necessary

6. Clinical Governance, Reduction of Risk, Audit and Research

- 6.1. Undertakes Trust surveys and audits as required by the role.
- 6.2. Keeps up to date with developments in technical knowledge relevant to the post.
- 6.3. Undertakes fault finding on a wide range of building services, plant and equipment.
- 6.4. Makes recommendations and informed decisions to solve problems and maintain continuity of building services in all Trust properties.
- 6.5. To utilise the Trusts Invida reporting system to organise and prioritise their own workload when required and work unsupervised and independently ensuring that all work is actioned or completed, and response times adhered to. The post holder will be held to account for effective performance and will need to manage and balance competing priorities.

7. Management and use of Resources and Information

- 7.1. All records that the role is responsible for or modifies must be kept up to date and maintained in an accurate and diligent manner. Contributes to the development of policies and procedures in own area as part of the team
- 7.2. Responsible for ensuring all equipment (e.g. power tools, workshop machinery) is used safely and effectively by self and others, following manufacturer's instructions, immediately reporting any defects in accordance with local procedures

8. Operating with Quality in everything you do and Maintaining a Safe Environment

- 8.1. To promote at all times a positive image of the Estates Department and the wider Trust.
- 8.2. 8.2. Contributes to continual safety and quality improvement activities as part of the team.
- 8.3. Notify immediately to the relevant personnel in charge of any problems within the hospitals that may be of danger to staff, patients and members of the public

9. Role Specific Duties

- 9.1. Multi surface preparation and Patch plaster repairs
- 9.2. Application of primers, stabilisers, stain blocks and wood stains along with oil and water-based paints.
- 9.3. Installation of plastic wall protection and privacy film
- 9.4. Work with all types of paint systems, internally and externally, including preservatives and protective coatings. Application of all types of other wall coverings including wallpaper, vinyl, propriety paint systems, and spray paint finishes/glaze.
- 9.5. Undertakes Planned Preventative Maintenance work on all building fabric and fittings across all properties owned or leased by the Trust.

- 9.6. Works outdoors and indoors in office and clinical environments. Moves heavy material, equipment
- 9.7. Ensures that work is undertaken at all times in accordance with Health and Safety requirements, maintaining a safe environment for self, colleagues, patients, staff, contractors and visitors to the Trust.
- 9.8. May be required (as determined by the needs of the service) to participate in the out of hours on-call service, working co-operatively with the Emergency Services, Public Utilities and Trust staff as required, to restore normal service as quickly as Page 4 of 12 possible, minimising disruption to affected areas. This may require undertaking tasks outside core skills (but within established competence) to effect emergency repairs

COMMUNICATION AND WORKING RELATIONSHIPS

The post holder will maintain good communications and working relationships with;

- Trust executive directors
- non-executive directors
- senior managers
- Colleagues in E&F team.
- Lead clinical professionals
- Front line clinical staff.
- Stakeholders, Internal/External
- Risk and Governance Managers
- Sub-contracted partners

ENVIRONMENTAL FACTORS

10. Physical Effort

- 10.1. There is an occasional requirement to exert intense physical effort for several long periods during a shift e.g. carrying, painting lifting

11. Mental Effort

- 11.1. There is an occasional requirement for concentration where the work pattern is unpredictable e.g. when driving works vans to and from external clinics and whilst operating machinery

- 11.2. The unpredictability of working on a ward, such as psychiatric wards.

- 11.3. 11.3. The job can be subject to change due to clinical/medical demands.

12. Emotional Effort

- 12.1. Occasional exposure to distressing or emotional circumstances such as working within mental health wards which is very distressing.

13. Working Conditions

- 13.1. There is frequent exposure to highly unpleasant working conditions e.g. when removing fitted furniture in clinical areas where there is extensive exposure to uncontained body fluids.

- 13.2. When preparing walls for painting/wall washing where there is extensive exposure to uncontained bodily fluids.

- 13.3. Exposure to bodily fluids whilst working on occupied wards.

The job description is not exhaustive and will be reviewed in the light of changing needs and organisational development. Any changes will be discussed with the post holder who may be required to carry out the duties appropriate to the grade and scope of the post.

OUR LEADERSHIP BEHAVIOURS: IT STARTS WITH ME

Our leadership behaviours framework set the standards of expectation we aspire to in our daily work. Meeting these standards and developing the capability to exceed them, will not only ensure that we continue to improve and respond flexibly to changing needs as an organisation, but will also help our staff to fulfil their potential, both in terms of personal achievement and career advancement.

The behaviours we expect to see at LPT are:



Valuing one another



**Recognising and valuing
people's differences**



Working together



**Taking personal
responsibility**



**Always learning and
improving**

ADDITIONAL INFORMATION

The NHS is in a period of continuing change due to developments and rationalisation of services. This will lead to a modification of structures and job descriptions. The post holder will be expected to co-operate with changes, subject to consultation, at any time throughout the duration of their contract.

MOBILITY

The person specification for the role will detail the mobility requirements of the post. However, employees may be required to work at any of the other sites within the organisation subject to consultation.

POLICIES AND PROCEDURES

All staff should comply with the Trust's Policies and Procedures. It is the employee's responsibility to ensure that they are aware of the relevant Policies and Procedures for their area of work. Key Policies and Procedures will be explained as part of local induction arrangements

SAFEGUARDING CHILDREN AND ADULTS

The Trust takes the issues of Safeguarding Children and Adults, and addressing domestic violence very seriously. All employees have a responsibility to support the Trust in its duties by adhering to all relevant national and local policies, procedures, practice guidance and professional codes; promptly reporting any concerns to the appropriate authority in line with safeguarding policy and guidance; attending mandatory training on Safeguarding children and adults; being familiar with individual and the Trust's requirements under relevant legislation.

MENTAL CAPACITY ACT

All clinical staff will be aware of their responsibilities under the Mental capacity Act and will ensure that assessment for Deprivation of Liberty Safeguards is in place for any patient that is deemed to lack capacity to consent to their care and treatment.

MAKING EVERY CONTACT COUNT

All staff are positively encouraged to contribute to improving health for themselves, their patients, service users and colleagues. This happens when, in everyday contact, the opportunity is taken to raise the subject of choosing better health by stopping smoking, reducing alcohol intake, eating more healthily and becoming more active. The Trust's Making Every Contact Count programme has further information.

HEALTH AND SAFETY

It is the duty of all employees of the Trust to ensure that a safe working environment and safe working practices are maintained at all times. Any specific duties you are required to fulfil as part of the job you are employed to undertake will be detailed as part of your job description. All employees must comply with the duties imposed on them by the Health and Safety at Work Act 1974, i.e.

- To take responsibility for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with their employer as far as is necessary to meet the requirement of the legislation.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare

These duties apply to all staff whenever and wherever they are engaged on Trust business.

DATA PROTECTION

In line with national legislation, and the Trust's policies, you must process all personal data fairly and lawfully and in a transparent way, for the specific, explicit and legitimate purpose(s) it was obtained and not disclosed in any way incompatible with such purpose(s) or to any unauthorised persons or organisations, unless a lawful exemption applies.

The post holder must be familiar with and comply with the all Trust Policies on Data Protection, Confidentiality and Information Security and requests for personal information.

The post holder must be familiar with and comply with the General Data Protection Regulation and Data Protection Act 2018.

Personal Data must be:

- Processed lawfully, fairly and in a transparent manner
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes
- Adequate, relevant and limited to what is necessary
- Accurate and where necessary, kept up-to-date
- Kept in a form which permits identification of data subjects for no longer that is necessary for the purposes which it is processed
- Processed in manner that ensures appropriate security, including protection against unauthorised or unlawful processing and accidental loss, destruction or damage

CONFIDENTIALITY

The Trust attaches the greatest importance to patient confidentiality and to the confidentiality of personal health data, personal data and other data held and processed by the Trust. All data should be treated as confidential and should only be disclosed on a need-to-know basis.

Some data may be especially sensitive and is the subject of a specific organisation policy, including information relating to the diagnosis, treatment and/or care of patients and service users, as well as individual staff records. Under no circumstances should any data be divulged or passed on to any third party who is not specifically authorised to receive such data. In addition, staff must not access personal information unless authorised to do so as part of their role.

Due to the importance that the organisation attaches to confidentiality, disciplinary action will be considered for any breach of confidentiality. All members of staff are expected to comply with national legislation and local policy in respect of confidentiality and data protection.

With the increased use of information technology and e-communications, staff should also be aware that safe guards are in place to protect the privacy of individuals when using these mechanism, both inside and outside of work. This includes the use of social media i.e. Facebook, Twitter, Snapchat etc. Where privacy is breached disciplinary action will be considered.

All employees should be mindful of the seven Caldicott principles when dealing with person identifiable information.

1. Justify the purposes of using confidential information
2. Only use it when absolutely necessary
3. Use the minimum that is required
4. Access should be on a strict need to know basis
5. Everyone must understand his or her responsibilities
6. Understand and comply with the law

7. The duty to share information can be as important as the duty to protect patient confidentiality

If there is any doubt whether or not someone has legitimate access to information, always check before you disclose.

EQUALITY AND DIVERSITY

We aim to design and provide services and employment practices that meet the diverse needs of our service users and staff, ensuring that none are placed at a disadvantage over others. You will be expected to take into account the provisions of the Equality Act 2010 to advancing equal opportunity. You must act in your role to ensure that no one receives less favourable treatment due to their protected characteristics i.e. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, you must have due regard to the different needs of different protected equality groups in their area.

INFECTION CONTROL

All employees have a responsibility to protect from infection themselves and other people, whether they be patients, other staff or visitors, as well as making all reasonable effort to reduce or prevent the risk of infection in their working environment. All staff have a duty to make themselves familiar with and comply with Infection Prevention and Control Policies and Procedures, carry out duties required by legislation such as the Health and social care Act 2008 (updated 2015) (and subsequent legislation), and to attend mandatory training relating to infection prevention and control.

COUNTER FRAUD

Staff are expected to report any incidences of potential fraud to the Counter Fraud Helpline on 0800 028 40 60.

SMOKING AT WORK

The Trust has a "Smoke Free Policy", which applies to:

- All persons present in or on any of the Trust grounds and premises
- All persons travelling in Trust owned vehicles (including lease cars) whilst on official business.
- Privately owned vehicles parked on Trust grounds or when transporting Service Users, Visitors on official Trust business.
- When wearing an NHS uniform.

ELECTRONIC ROSTERING

'Our Electronic Rostering system is key to ensuring staff are in the right place with the right skills at the right time, to ensure we carry out this responsibility effectively; all LPT staff must adhere to the rostering standards and guidelines set out in the Electronic Rostering Policy, pertaining to their role'.

PERSON SPECIFICATION
JOB TITLE: Painter & Decorator
AFC REF NO:

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Appli- cation form	Intervi- ew	Test	Prese- ntation
Demonstrates a commitment to the Trust's Values					
1.1 Compassion	3		X		
1.2 Trust	3		X		
1.3 Respect	3		X		
1.4 Integrity	3		X		
Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)					
2.1 To have completed a recognised trade apprenticeship and hold a Btec / Diploma or equivalent NVQ / City & Guilds qualification with intermediate practical and theoretical knowledge acquired through a diploma	3	X			
2.2 Equivalent experience in their specialist field.	3	X			
2.3 Hold a PASMA qualification	3	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
Knowledge and Skills					
3.1 Good communication and interpersonal skills.	3	X			
3.2 Knowledge of Health & Safety Policy and Safe Working Procedures.	3	X			
3.3 Knowledge of statutory legislation and relevant Codes of Practice.	3	X			
3.4 Able to read, understand building drawings.	3	X			
3.5 Good planning skills.	3	X			
3.6 Ability to work under own initiative in a demand driven service.	3	X			
3.7 Familiarity with Microsoft software and general computer literacy.	1	X			
3.8 Knowledge of operating a computerised labour management system.	1	X			
3.9 Knowledge of operating a computerised building management system.	1	X			
3.10 Knowledge of NHS Technical standards and HBNs	1		X		
3.11 Mentoring and Training experience.	1	X			
Experience (both work and 'life' related)					
4.1. Must be able to demonstrate suitable post apprenticeship experience in non-routine	3	X			

Person Specification Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Interview	Test	Presentation
<p>maintenance of complex commercial buildings and equipment with a broad understanding of other trade disciplines</p> <p>4.2 Experience in the application of a wide variety of oil and water based products to a variety of substrates.</p> <p>4.3 Experience of liaison with building and engineering contractors.</p> <p>4.4 Previous experience in a hospital maintenance environment with exposure to all building and engineering aspects.</p>	<p>3</p> <p>1</p> <p>1</p>	<p>X</p> <p>X</p> <p>X</p>			
<p>Personal Attributes</p> <p>6.1 Demonstrable commitment to Trust values in the workplace</p>	<p>3</p>	<p>X</p>			
<p>Standard Requirements</p> <p>Commitment to Equality & Valuing Diversity Principles</p> <p>Understanding of Confidentiality & Data Protection</p> <p>Understanding of the service users of the Trust (which could include lived experience of conditions the Trust deals with or of receiving services relevant to those the Trust provides)</p>	<p>3</p> <p>3</p> <p>3</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p>		
<p>Mobility</p> <p>This will either be not applicable or own transport or suitable alternative. Dependence on public transport is not suitable for this role</p>		<p>You must demonstrate how you would meet the stated mobility requirement on your application form</p>			