

JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND	Engineering Compliance Officer, Estates & Facilities
HOURS AND DURATION	7
AGENDA FOR CHANGE REFERENCE NUMBER	3339
DBS LEVEL	Enhanced
REPORTS TO	Compliance Manager, Estates & Facilities
ACCOUNTABLE TO	Associate Director Estates & Facilities
LOCATION	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.
JOB SUMMARY	
<p>The Engineering Compliance Manager position is a new role in LPT Estates & Facilities. This recognises the important transformation the Trust is making to invest in our buildings and accommodation, which will be managed directly by the Trust through the FM Transformation programme.</p> <p>This role will report into the Compliance Manager position and will provide technical advice / guidance for the Estates Operations and Projects team, working closely with the Estates Compliance Manager and the Senior Estates Manager, to support the strategy and delivery of on-going programs of work. To work as an integral part of the Estate team ensuring services are delivered to the highest possible standard. The postholder will deputise for Estates Compliance Manager as and when required.</p> <ul style="list-style-type: none"> ➤ The post holder will be required to produce detailed written reports and will be required to present the related action plans and summary reports. ➤ Assist in monitoring the statutory engineering tests and inspections. ➤ Undertake scheduled engineering compliance audits. ➤ Ensure all Estates staff understand the importance of excellent communications, particularly where maintenance projects are complex or involve multiple services. ➤ Exchange maintenance, technical project-related information with specialists, non- specialist, including senior managers and the Trusts Emergency Planning Officer. ➤ Able to communicate detailed information in response to reactive situation and plans to remedy similar situations occurring. ➤ Provide and receive highly complex/confidential information to relevant stakeholders. <p>The post holder will be aware of the NHS requirements and standards for operating and managing buildings and engineering services. Subject areas include managing maintenance, engineering functions, sustainability, energy, Health and Safety, backlog maintenance water safety, LV/HV electrical systems, ventilation systems, medical gases, lifts, pressure systems, confined spaces, management of asbestos, management of contractors, asset management in leading and managing estate teams and contractors.</p>	

MAIN DUTIES AND RESPONSIBILITIES:

- 1. To demonstrate the Trust's values in everything you do in the work environment and live up the LPT Pledge.**
- 2. To be responsible in the use and expenditure of the Trust's resources that you utilise.**
 - 2.1. To ensure all services are provided within funded delegated budgets for Estate Services, complying with the Trust's financial procedures, continually monitoring budgets and implementing necessary changes as required.
 - 2.2. Validate and approve up to the agreed delegated limit invoices presented.
 - 2.3. Ensure monthly budget statements are reviewed and relevant budget issues are managed in liaison with line manager and financial services.
 - 2.4. Implement identified measures to make active efficiency savings and CIP.
 - 2.5. Authorised signatory; hold delegated budget; responsible for maintenance of physical assets for department/provision of Estate Services. Authorises payments to contractors, suppliers; holds delegated budget for Services
 - 2.6. Responsible for the maintenance and repair of Trust property & equipment.
- 3. Delivery of Effective Healthcare within the organisation.**
 - 3.1. To work closely and effectively with clinical leaders and teams to develop environments that offer the very best standards for patients, service users and staff and are future-proofed, evidence-based and clinically appropriate.
- 4. Establishing Effective Leadership and Communication**
 - 4.1. Supervise and assist contractors in carrying out surveys and works, as required, including assisting with access to service areas (plant rooms, roofs, duct ways, etc.) and plant.
 - 4.2. To work effectively and collaboratively with E&F team, other colleagues across the Trust, and stakeholders, partners contractors and consultants in the delivery of the job role.
 - 4.3. To work in partnership with colleagues to help formulate and contribute to E&F strategic plan to meet the organisations objectives.
 - 4.4. Provide effective and compassionate leadership and management to staff which promotes high performance standards both individually and as a team, in the achievement of the Trusts objectives and priorities. The Trusts success will be dependent on all managers playing an active role to make sure the existing areas of good employment practice are universally embedded within the organisation.
 - 4.5. High communication skills, effectiveness and high degree of emotional intelligence are regarded as essential to this role
 - 4.6. Providing training and support to new and less experienced staff in own specialisms.
 - 4.7. Regular requirement to deputise for the Compliance Manager.
 - 4.8. An in-depth knowledge of Engineering Statutory Compliance.
- 5. Continuing Education, Professional and Personal Development**
 - 5.1. Undertake the Trust's corporate and local induction, and maintain your learning and compliance with training requirements for your role
 - 5.2. Participate in supervision via agreed review and appraisal mechanisms.
 - 5.3. To foster and support a culture of life-long learning, continuing professional development and skills development within the estates service

- 5.4. Learn new techniques to develop skills as appropriate to ensure that the most effective methods are used in the course of your work.
- 5.5. Demonstrate own activities to new or less experienced employees, providing advice, training and technical support to trainees/apprentices and maintenance assistants.
- 5.6. Willingness to undertake additional training in order to fulfil the requirements of the post, satisfy new regulations/legislation or to further develop their duties

6. Reduction of Risk, Research and Audit

- 6.1. Follow agreed standards, Health Technical Memorandum (HTM) current legislation and Approved Codes of Practice (ACOP) organise the maintenance and repair of hospital installations, building, plant and equipment to keep unplanned downtime to a minimum
- 6.2. Provide technical and legislative guidance as the authorised approved person, and advice to all levels of clinical, non-clinical and management staff on statutory regulations for example but not limited to, medical equipment, medical gases, sterilizers, disinfectors, regulations on water bylaws, legionella, Health and Safety, HTMs, asbestos, Electricity at Work, Gas Safe, Medical Device Agency reports and fire precautions
- 6.3. To ensure that Trust estate remains compliant with statutory requirements and standards relating to health care and risk management, including Health and Safety law, all other relevant legislation, and Department of Health guidance
- 6.4. Ensure that ERIC and PAM assurance criteria are aligned to the Care Quality Commissions expectations of E&F services and the provision of patient and staff environments
- 6.5. Support any estate related CQC actions.
- 6.6. Undertake surveys (internal and external) as required to ensure the accuracy of the information recorded.
- 6.7. Assist in ensuring statutory compliance audits are undertaken.
- 6.8. Assist in developing the ISO accreditation for the department
- 6.9. Assess and Appoint Competent Persons in line with HTM guidance.
- 6.10. Assist the Compliance Manager with the Annual Estates Condition and compliance Surveys to produce maintenance and plant replacement programmes.
- 6.11. Assist the Projects Team by providing specialist technical advice for capital improvement works across the Trust.
- 6.12. Work from and understand detailed engineering drawings and specifications and to ensure that current regulations are followed at all times.
- 6.13. Participate in Estates On-call rota, to ensure that emergencies and major problems occurring out of hours are attended and resolved.
- 6.14. Deal with major incidents such as loss of services to critical areas, loss of medical gas to critical areas, loss of heating and hot water services to critical areas.
- 6.15. Monitor and identify risks, liaising with colleagues as required. Maintain risk assessment file as updated assessments are completed by teams. Implement any actions arising from the Annual Audit programme include the Annual Health and Safety Review and provide updates on action taken where implemented. This will include site walk-rounds, and occasional access to confined spaces and unpleasant conditions including loft spaces, plant rooms, and climbing scaffolds

7. Management and use of Resources and Information

- 7.1. The post-holder will source, record, manage and maintain estate and engineering records to support the wider Estates and Facilities team in Local Services.
- 7.2. Ensure the effective monitoring and management of externally provided estates services to ensure that standards are met and value-for-money maintained.

- 7.3. Draft/review highly complex and detailed plans/reports with minimal supervision from senior staff, taking into account wider policy and strategic issues and with the ability to adjust or change plans quickly.
- 7.4. Apply high developed analytical and judgement skills to make effective and evidence-based decisions at an operational level involving estates data and analysis. This will require the analysis of highly complex data sets.
- 7.5. Have knowledge of and implement the Trust Health and Safety Policy, including the issue of, and adherence to, Permits to Work for staff and contractors, managing and ensuring that all documentation and records are kept up-to-date.
- 7.6. Review and implement actions following any Authorising Engineers audit action plans.
- 7.7. Undertake duties and responsibilities associated with Authorised Person status for specialised services (after appropriate training), in the following specialised areas:
- 7.8. Carry out duties as **Authorised Person** and apply specialist skills in at least one of the following areas:
 - Ventilation services
 - Piped Medical gases
 - Pressure systems
 - Water systems
 - Building management systems
 - High & Low Voltage Electricity
 - Lifts

8. Operational and Role Specific Responsibilities

- 8.1. Skill in maintenance, fault finding and diagnostic procedures, test & repair work on a very wide range of complex engineering services & equipment, with the ability to work unassisted in varying, often technical environments whilst complying with Health & Safety / environmental regulations and standards.
- 8.2. Knowledge of the application of : Health and Safety legislation, ACOPs, guidance and rules, NHS technical standards (e.g. Health Technical Memoranda) and Trust policies, basic life support and emergency aid and where required a readiness to train.
- 8.3. Knowledge of and commitment to continuing professional development through on-the-job and/or residential training in order to install, test, maintain, and repair building services in a healthcare environment. As required, to be assessed and appointed as a registered/licensed operative and Authorised Person in specialism(s) related to the post.
- 8.4. Planning & organisation of complex activities or programmes. Specifically: Plan and organise maintenance activity liaising with Estates staff, service users & contractors to ensure cost-effective outcomes. Ensuring allocated work is undertaken and followed-through to completion and satisfaction of the service user.
- 8.5. Maintaining electronic records of Contractors planned and reactive service visits using the Trust's Invida CAFM system.
- 8.6. Assist in contingency planning for critical services; contribute to development of site contingency plans and Engineering Emergency Manual.
- 8.7. This role will manage the day-to-day operational planned preventative maintenance team and associated budgets. Provide technical and legislative guidance and advice to the allocated division and Trust wide as the appointed AP for appropriate specialisms. Be responsible for service development. Liaise with external and internal agencies and providers. Provide cover to other Estates Managers when required. Participate in on-

call system. Assist the Senior Maintenance Manager in all aspects of service requirements and delivery.

COMMUNICATION AND WORKING RELATIONSHIPS

- To use highly developed communication skills to communicate highly complex/technical information with a range of stakeholders throughout the organisation and externally. The post-holder will also be required to carry out high-level negotiations with contractors and other service providers to bring about the best outcomes for the Trust.
- Ensure effective communication takes place with key stakeholders including managing, motivating, negotiating, persuading, influencing, and liaising with wider Trust personnel, patients and carers and external bodies and consultants and comprising operational / architectural teams / senior managers and contractors.
- To provide expert advice on highly complex estates matters to senior colleagues E&F and the executive team and other senior managers around engineering compliance.
- Liaise with E&F colleagues Managers on a regular basis to ensure that information held is accurate and reflects developments of the estate.

ENVIRONMENTAL FACTORS

1. Physical Effort

- 1.1. Requires a combination of sitting, standing and walking with a requirement for moderate physical effort to transport equipment such as laptop, projector and refreshments for frequent periods in a day. The post has moderate demand for work related physical skills.
- 1.2. Occasional requirement to exert moderate physical effort for several short periods during a shift, e.g. climbing ladders, lifting, moving or replacing equipment, kneeling & crawling; undertaking heavy repairs and moving of equipment. Potentially covering significant distances on foot in a shift e.g. 8-10km / day.

2. Mental Effort

- 2.1. There is frequent requirement for prolonged concentration to complete reports, spreadsheets and minute taking with an unpredictable work pattern.
- 2.2. Work is subject to interruptions from carrying a mobile telephone or two-way radio

3. Emotional Effort

- 3.1. Occasional exposure to emotional circumstances such as imparting unwelcome news to staff inside the organisation and beyond.
- 3.2. Exposure to difficult, emotional or upsetting situations on wards.
- 3.3. Duties may involve working in close proximity to patients in a wide range of acute care situations, a high security mental health unit and cadavers / post-mortem rooms.

4. Working Conditions

- 4.1. Occasional exposure to unpleasant working conditions or hazards whilst on site visits.

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 Pledge

"We are LPT; a values based Trust that delivers high quality integrated health and social care developed around the needs of our local people, families and communities. We want LPT to be a great place to work, where we have a culture of continuous improvement and recognition and where collective leadership empowers high performing, innovative teams." – **Dr Peter Miller, Chief Executive**

Our pledge reflects our values and has been developed with staff and staff side representatives to make clear the expectations we have of each other in order for us all to deliver high quality, patient-centred care which is at the heart of everything we do.

As a **staff member** I will...

- Commit to doing the best I can
- Be loyal to and supportive of my organisation
- Be a team player
- Willingly share my ideas, knowledge and experience
- Continue to improve myself and my service for the benefit of our service users
- Be flexible and adaptable in my work
- Maintain high quality and high standards
- Embrace diversity and the richness it brings
- Take ownership of my work and be held accountable

As an **organisation** we will...

- Provide opportunities for development and career progression
- Appreciate and recognise your contribution to our Trust
- Provide a safe and secure working environment
- Promote a culture that provides a happy and friendly work place for you and your team
- Give you the tools to do your job
- Support you to maintain a healthy work/life balance
- Listen to your views to inform our decision making
- Communicate with you in an honest, open and timely way

As a **manager/leader** I will...

- Inspire a shared purpose and provide clarity of expectations
- Be visible, accessible and approachable
- Be supportive, open, honest and transparent
- Listen, hear and give a voice to all
- Value and celebrate the successes of my team and individuals
- Promote health and wellbeing within my team
- Give my staff freedom to act and encourage collective leadership



Chair:
Cathy Ellis



Chief Executive:
Dr. Peter Miller

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 Selection Criteria:	3. Essential/ Minimum 1. Desirable	Stage measured at. You must demonstrate the required criteria at all stages indicated			
		Application form	Inter-view	Test	Presentation
Demonstrates a commitment to the Trust's Values 1.1 Compassion 1.2 Trust 1.3 Respect 1.4 Integrity	3 3 3 3		X X X X		
2. Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated) 2.1 Bachelor's Degree in Building Services, Electrical or Mechanical Engineering or equivalent training and experience 2.2 An RQF - Regulated Qualifications Framework (previously NQF / QCF prior to Oct 15) achievement to level 5/6 (HND/BTEC Diploma) - plus advanced specialist knowledge, qualification and experience equivalent to post-graduate level 2.3 ECITB Apprenticeship or other approved training. Mechanical, Electrical and or Building Services Engineering – significant relevant experience having demonstrated high levels of versatility and flexibility in electrical building services engineering 2.4 Membership of an appropriate professional body (e.g. IMechE, CIBSE, IET, IHEEM) 2.5 Advanced specialist knowledge, qualification and experience equivalent to degree level in relevant engineering field	3 3 3 1 1	x x x X x			

3. Knowledge and Skills					
3.1 In depth knowledge within the field of Estate Services including the understanding of: • Hard/Soft FM • COSHH • Health & Safety at Work • Contract specification/ service level agreements	3			X	
3.2 Experience of working with complex data.	3	X		X	
3.3 Working knowledge of risk assessment process and undertaking of risk assessments.	3	X		X	
3.4 A good working knowledge of computer applications and planned maintenance systems, computer / keyboard skills and knowledge of IT software such as Microsoft Excel/Word	3			X	
3.5 Ability to manage and meet priorities and deadlines.	3			X	
3.6 Analytical skills, drawing out key points and analysing complex data	3			X	
3.7 Preparing and presenting reports on highly complex issues to a range of audiences.	3	X		X	
3.8 Highly developed skills in maintenance activities, fault finding and diagnostic procedures, test & repair work on a very wide range of complex engineering services & equipment, with the ability to work unassisted in varying, often technical environments whilst complying with Health & Safety / environmental regulations and standards	3			X	
3.9 Knowledge and understanding of the Trust Standing Financial Instructions, directives and UK legislation, e.g. TUPE, Competition Act, Race Relations, Data Protection, Freedom of Information, etc.	3			X	

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	Inter- view	Test	Presen- tation
4. Experience (both work and 'life' related)					
4.1 Ability to think strategically and develop practical plans to implement the estate and facilities strategies	3	x	x		
4.2 Ability to identify, plan and undertake research and development initiatives to inform strategic objectives	3	x	x		
4.3 Ability to communicate highly contentious or highly complex information/plans at all levels of the Trust using persuasive and influencing skills ensuring understanding and co-operation are achieved.	3	x	x		
4.4 Understanding risk management and implementing quality management systems	3	x	x		
4.5 Experience of management of large and small works projects using multi-disciplinary teams including NHS and external consultants	3	x	x		
4.6 Experience of interpreting Department of Health policies and technical memorandum	3	X	X		
4.7 Commercial experience and management of contracts	3	x	X		
4.8 Experience of carrying out surveys of engineering plant and equipment.	3		X		
4.9 Experience of undertaking Authorised Person duties.	3		X		
	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	Inter-view	Test	Present-ation
4.10 Extensive experience in the operation and maintenance of engineering service. This will typically involve post qualification experience, including formal training and a good working knowledge of the following key disciplines: mechanical and electrical engineering					
5. Personal Attributes					
5.1 Ability to organise own workload to tight deadlines.	3	x	x		
5.2 Ability to prioritise and work under pressure.	3	x	x		
5.3 Ability to use own initiative and act independently within appropriate guidelines.	3	x	x		
5.4 Reliable and flexible approach to work Ability to work under pressure and deliver to timescales.	3	x	x		
5.5 Understanding of how high quality Healthcare buildings can support service delivery objectives.	3	x	x		
6. Interpersonal Skills					
6.1 Able to communicate with people at all levels, including staff within and outside the Trust, professionals from other agencies / organisations.	3	x	x		
6.2 Diplomatic and tactful, particularly when receiving and imparting information of a sensitive, contentious or confidential nature, including	3	x	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	Inter-view	Test	Presentation
<p>complex information of a highly confidential commercial nature.</p> <p>6.3 Ability to be persuasive whilst remaining empathic to the needs of others.</p> <p>6.4 Able to work on own initiative</p> <p>6.5 Works as part of a team or individually as required.</p> <p>6.6 A flexible approach within the working environment</p>	<p>3</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>x</p> <p>x</p>		
<p>7. Standard Requirements</p> <p>7.1 Commitment to Equality & Valuing Diversity Principles</p> <p>7.2 Understanding of Confidentiality & Data Protection</p> <p>7.3 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 Will be required to travel locally and regionally</p> <p>The post involves rostered participation in an On-Call rota, requiring return to work out of hours, for which payment is made. A Trust supplied mobile phone is expected to be carried at all times during rostered call-out periods.</p>	<p>3</p> <p>3</p> <p>3</p>	<p>You must demonstrate how you would meet the stated mobility requirement on your application form</p>			

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
Own transport or suitable alternative. It is anticipated that the use of public transport would not be acceptable for this post					