

<b>JOB DESCRIPTION AND PERSON SPECIFICATION FOR AGENDA FOR CHANGE BAND</b>	<b>Building Craftworker</b>
<b>HOURS AND DURATION</b>	Band 4 – Subject to Banding
<b>AGENDA FOR CHANGE REFERENCE NUMBER</b>	As specified in the job advertisement and the Contract of Employment
<b>DBS LEVEL</b>	<b>TBC</b>
<b>REPORTS TO</b>	Standard
<b>ACCOUNTABLE TO</b>	Building Fabric Team Supervisor
<b>LOCATION</b>	Senior Estates Manager
<b>JOB SUMMARY</b>	<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><b>JOB SUMMARY</b></p> <p>This is an exciting opportunity to join the Trust's Estates department. You will need to be able to demonstrate commitment, enthusiasm, and professionalism, working within a fast-paced healthcare environment. We are looking for a self-starter who will be able to work effectively both individually and as part of a team.</p> <p>The craftworker will provide an efficient and cost-effective building installation, maintenance and repair service to all properties owned or leased by the Trust.</p> <p>The postholder will undertake skilled, semi-skilled tasks and those outside of core skills (within the competence of the post holder) to meet service needs as required. You will assist other trades and contractors, in accordance with service need.</p> <p>The craftworker will ensure that all tools, equipment and machinery used in the performance of duties are tested and maintained to meet current requirements at all times.</p> <p>The postholder will ensure that work is undertaken at all times in accordance with Health and Safety requirements to ensure the environment remains safe for patients, staff, contractors and visitors to the Trust.</p> <p>The postholder may be required to participate in the Estates out of hours on-call service.</p> <p>The craftworker will show commitment to and participate in quality improvement activities and promote at all times a positive image of people with mental health conditions and/or learning disabilities.</p> <p>The post holder has freedom to use own initiative and judgement in terms of how the role is undertaken, however where appropriate, approval will be required from senior Trust management and/or project boards.</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. Personal duty of care to complete time sheets, mileage forms, expense claim sheets etc, accurately and in a timely manner, providing receipts as required
3. Delivery of Effective Healthcare within the organisation
  - 3.1. Works unsupervised applying policies and procedures relevant to the role, using initiative within level of own competency.
  - 3.2. Reports to the Building Supervisor who is contactable in person or by telephone to give advice and guidance on technical queries as required
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. Delegates tasks to maintenance assistants in accordance with established competence.
  - 4.3. Contributes to the setting of team objectives as part of the business planning process.
  - 4.4. Provides day-to-day supervision of apprentices, delegating tasks, ensuring required standards are met and providing guidance as required
  - 4.5. Assists in the training and development of apprentices.
  - 4.6. Participates in the induction of new starters.
  - 4.7. Communicates in a way which recognises difference and ensures that people feel included and their individual communication needs are met.
  - 4.8. Understands and respects the inter-relationships between the different maintenance crafts.
  - 4.9. Communicates and explains technical information to colleagues.
  - 4.10. 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.
  - 4.11. Attends monthly team briefings and weekly meetings with the Estates Supervisor and colleagues to discuss day to day issues arising.
  - 4.12. Communicates compassionately with patients and carers at all times, during incidental contact. Patients may be verbally aggressive.
  - 4.13. Communicates with members of the public in a professional and courteous manner at all times
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. 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.
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. Interprets and analyses complex technical data, drawings and specifications appropriate to the trade.
  - 6.6. Carries out risk assessments / method statements to ensure continuity of critical services.
  - 6.7. Makes judgements when providing advice and guidance to apprentices. Responds appropriately to emergency call-outs e.g. attending in person, giving telephone advice, referring/escalating to other appropriate staff or services.
- 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
    - 7.2. Undertakes administrative tasks in relation to own work e.g. filing, photocopying, taking telephone messages etc
    - 7.3. Actively participates in the Facilities Management Information System, providing technical feedback information necessary to operate the system
    - 7.4. Maintains records of work done in accordance with the specific requirements of Technical Health Building Notes (HBNs).
    - 7.5. Contributes to the development of policies and procedures in own area as part of the team.
  - 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. Contributes to continual safety and quality improvement activities as part of the team.
  - 9. Building Role Specific Duties
    - 9.1. Carries out modifications to building fabric, systems and fittings.
    - 9.2. Sets out new work appropriate to the trade, using relevant instruments and machinery (including woodworking machinery as licensed).
    - 9.3. Manufactures, assembles, erects and installs new work as required.
    - 9.4. Undertakes Planned Preventative Maintenance work on all building fabric and fittings across all properties owned or leased by the Trust.
    - 9.5. Investigates building defects and undertakes repair work as required.
    - 9.6. Carries out joinery work both above and below ground, at heights and in confined spaces.
    - 9.7. Works outdoors and indoors in office and clinical environments. Moves heavy material, equipment and manhole covers. Works on occasions with materials contaminated with process effluents and sewage.
    - 9.8. 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.
    - 9.9. 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.
    - 9.10. May be required to undertake semi-skilled work or to assist with tasks outside core skills but within established competence, to meet service need e.g. bricklaying, painting, glazing, drain laying, plastering etc.
    - 9.11. 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

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, and senior managers across the Trust
- 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. removing and refitting heavy doors.

### 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. 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 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	Interview	Test	Presentation
<b>Demonstrates a commitment to the Trust's Values</b>					
1.1 Compassion	3		x		
1.2 Trust	3		x		
1.3 Respect	3		x		
1.4 Integrity	3		x		
<b>Qualifications (Equivalent qualifications will be considered where their equivalency can be demonstrated)</b>					
2.1 Successful completion of recognised joinery apprenticeship.	3	X	X		
2.2 City&Guilds 6706 Craft Certificate or NVQ3 or equivalent qualification.	3	X	X		
2.3 Numeracy and Literacy to level 2.	3	X	X		
2.4 ITQ Level 2	3	X	X		
2.5 BTEC Level 3 ONC/HNC Certificate in Joinery	1	X	X		
2.6 Multi-skilled building training.	1	X	X		
2.7 City&Guilds Advanced Crafts Certificate	1	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	Interview	Test	Presentation
<b>Knowledge and Skills</b>					
3.1 Working knowledge of building systems within service industry.	3		X		
3.2 Comprehensive knowledge of building maintenance and installation work.	3		X		
3.3 Working knowledge of Health and Safety legislation.	3		X		
3.4 Working knowledge of Electricity at Work Act.	3		X		
3.5 Working knowledge of British Industry Standards and ACOPs relevant to the trade.	3		X		
3.6 Understanding of associated trades and relationships	3		X		
3.7 Ability to demonstrate comprehensive range of skills relevant to the trade to a consistently high standard.	3		X		
3.8 Ability to problem solve using innovative approaches	3		X		
3.9 Ability to communicate clearly to a wide range of people.	3		X		
3.10 Ability to manage time and prioritise effectively.	3		X		
3.11 Ability to demonstrate thoroughness and attention to detail.	3		X		
3.12 Ability to work in confined spaces	3		X		
3.13 Ability to interpret and work from all instructions, drawings and specification appropriate to the post holder's trade, without supervision	3		X		
<b>Experience (both work and 'life' related)</b>					
4.1 Significant post-apprenticeship experience in joinery	3		X		
4.2 Experience working in an NHS environment	1	X	X		
4.3 Experience in the management of Planned	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
Preventative Maintenance systems.					
4.4 Multi-skilled building experience.	1		X		
4.5 Operation of wood work machinery.	1		X		
4.6 Locksmith					
4.7 Ability to make judgements, requiring analysis and interpretation of a range of options	3		X		
4.8 Ability to plan and organise a number of activities or programmes	3		X		
<b>Personal Attributes</b>					
5.1 Ability to prioritise and work under pressure	3		X		
5.2 Reliable and flexible approach	3		X		
5.3 Ability to motivate and manage a team	3		X		
5.4 Ability to work with and communicate with multiple stakeholders	3		X		
5.5 Self-motivated, good communicator, team player	3		X		
5.6 Good problem solving and fault-finding abilities	3		X		
5.7 Willingness to undertake semi-skilled and non- building tasks as required	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
<b>Standard Requirements</b>					
Commitment to Equality & Valuing Diversity Principles	3	X	X		
Understanding of Confidentiality & Data Protection	3	X	X		
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)	3	X	X		
<b>Mobility</b> This will either be not applicable or own transport or suitable alternative. Dependence on public transport is not suitable for this role		You must demonstrate how you would meet the stated mobility requirement on your application form			