



ASSISTANT ESTATES MANAGER

INFORMATION FOR CANDIDATES

ABOUT THE TRUST

The Shrewsbury and Telford Hospital NHS Trust (SaTH) is the main provider of acute hospital services for around half a million people in Shropshire, Telford & Wrekin and mid Wales.

Encompassing some of the most picturesque parts of England and Wales, the Trust's catchment stretches from the Cambrian Mountains in the west, to Newport and the fringes of the Black Country in the east.

The main towns include: Bridgnorth, Ludlow, Market Drayton, Oswestry, Shrewsbury and Whitchurch (in Shropshire); Newport, Telford and Wellington (in Telford & Wrekin); and Newtown and Welshpool (in Powys) – all beautiful and unique.

Our main service locations are The Princess Royal Hospital (PRH) in Telford and The Royal Shrewsbury Hospital (RSH) in Shrewsbury which are located 20 minutes drive apart. Together they provide 99% of our activity. Both hospitals provide a wide range of acute hospital services including accident & emergency, outpatients, diagnostics, inpatient medical care and critical care.

We also provide services such as consultant-led outreach clinics at Telford, the Robert Jones and Agnes Hunt Orthopaedic Hospital, Gobowen and the Bridgnorth, Ludlow and Whitchurch Community Hospitals.

We employ more than 6,000 people, and hundreds of colleagues and students from other organisations also work in our hospitals. We benefit from around 1,000 wonderful volunteers, and our main charitable partners are the League of Friends at The Royal Shrewsbury Hospital, Friends of The Princess Royal Hospital, and the Lingen Davies Cancer Appeal which is based at The Royal Shrewsbury Hospital.



OUR VISION AND VALUES

The Shrewsbury and Telford Hospital NHS Trust is an organisation that strives to provide high quality, safe care for our patients in an environment which our staff are proud to work in

Our Vision:

“To provide excellent care for the communities we serve”

Our Values:



OUR VISION

We believe that by adhering to our Vision and working with our Values in mind we can behave in a way which will ensure the right results for the people that matter most – our patients and their families.

OUR VALUES

Our Trust Values provide a guide for our daily lives which we are all expected to uphold, both at work and when we are representing the Trust.

Our Values were developed by staff and our patients, so they represent what is important to us within the organisation and the way we should all behave towards patients, carers, visitors, partners and each other.

You will see our Values throughout the Trust; they are not just words on a page, they represent what we are about here at SaTH. We want patients and their families to say that the care and service they receive from all of us is consistently high-quality, safe, effective, and personalised, so the feelings behind the Values shouldn't come as a surprise to anyone working in the NHS.

The reason why it is important that they are clearly written down is, so we all know what's expected, and none of us are surprised if we are asked to explain any unacceptable behaviour. Ultimately, if we follow our Values, we will provide services that are better for our patients and better for each other.

A MESSAGE FROM OUR CEO

Thank you for your interest in this role.

Our Trust's Vision is to provide excellent care for the communities we serve. We are striving to provide high quality, safe care for our patients in an environment which our colleagues are proud to work in.

We are looking for an inspiring, motivated individual who demonstrates our values, and who can provide clear vision and direction as we continue to move forward.

You will know that our Trust is on an improvement journey. Our recent Care Quality Commission inspection demonstrates that we are making progress towards our aim of Getting to Good, despite the challenges of a pandemic. We also know that we have more to do and that we must sustain the changes if we are to keep on improving. We are wholeheartedly committed to this and have plans in place to support this including our exciting Hospitals Transformation Programme. This will support the reconfiguration of where and how we deliver our services and the modernisation of our facilities and infrastructure, so that we can deliver better quality care for all of our communities.

It is a really exciting time to be a part of our Trust. I hope that you will join us to help steer and support us on our journey.

Louise Barnett

Louise Barnett
CHIEF EXECUTIVE OFFICER

COLLEAGUE BENEFITS

GENERAL

27 days annual leave entitlement at joining, increasing with length of service, plus 8 bank holidays

Flexible working policies

Generous maternity pay and 2 weeks full pay paternity leave

Colleague recognition scheme and long service awards

Option to buy and sell additional annual leave

Greener travel initiative, including cycle to work scheme and lift share

Childcare information and support available, including onsite nurseries

Discounted bus passes with Arriva

FINANCIAL

Access to various local and national discounts via various external websites

- Blue Light Card
- Health Service
- Discounts NHS

Salary sacrifice schemes for home electronics and bikes

Generous Pension scheme

Access to a financial support booklet

Pre-retirement courses

Free Will writing service

Savings and Loan schemes

HEALTH AND WELLBEING

PSYCHOLOGICAL SUPPORT

- Coaching
- Mental Health First
- Aiders Chaplaincy

PHYSICAL SUPPORT

- Fast track physiotherapy service Free
- eye test vouchers

HEALTHY LIFESTYLES AND EMOTIONAL SUPPORT

- Slimming World referral scheme Staff
- cervical screening service Long Covid support
- Access to wellbeing/rest rooms
- Menopause support including advocates, webinars, toolkits, clinics, and bi-monthly meet ups Men's
- Health - Bi-monthly forums and men's MOT
- Sleep School Wellbeing Support

Discounts with local gyms

LEARNING AND DEVELOPMENT

COACHING AND MENTORING

Opportunities to grow, develop and perform at your best

LEADERSHIP ACADEMY

Leadership and management training for all levels of staff

ACCESS TO ELEARNING COURSES

Many eLearning modules to learn from with access available at home

APPRENTICESHIPS

There are a growing number of apprenticeship opportunities at SaTH across all disciplines

Secondment and acting-up opportunities

Support to complete qualifications such as NVQ, Masters etc. whilst on the job



JOB DESCRIPTION

Job Title	Assistant Estates Operations Manager (Electrical or Mechanical Bias)
Band	6
Directorate	Directorate of Corporate Services
Accountable to	Estates Operations Manager
DBS Required?	Standard

JOB PURPOSE

Responsible for an engineering and building maintenance section of the Trust, which includes first-line day-to-day management responsibility for providing an efficient, effective and patient focused maintenance and repairservice, within the allocated budgets, using Directly Employed Labour (DEL) and Contractors, who together are involved in the upkeep of the buildings, engineering systems, roadways, footpaths and grounds at the designated site(s).

Acts as Authorised Person/Responsible Officer in relation to specific maintenance responsibilities e.g. medical gases, specialised ventilation, electrical safety, water safety and/or decontamination equipment.

Maintains, operates and reviews Planned Preventive Maintenance (PPM) programmes and through the

implementation of suitable operational work plans ensures that buildings, plant and equipment are maintained to the appropriate NHS and statutory standards in order to deliver a high quality care environment for the Trust's patients.

Continually reviews and revises as necessary operational procedures and working practices as an aid to the continuous improvement of the maintenance and repair services within his/her remit, so as to ensure the efficient and economic maintenance and operation of engineering and building services, fabric, plant and equipment.

ORGANISATIONAL POSITION

- See attached organisation chart in Appendix 1.

SCOPE AND RANGE

Responsible for the following engineering and building maintenance section level functions:

- Operational estates maintenance and repair services for all hospital buildings, services, fabric and equipment covered by the Estates Department policies and procedures.
- Responsible for the day-to-day management of the allocated Directly Employed Labour (DEL) workforce (which in the main is sub-divided as electrical or mechanical bias trades), together with its actions and undertakings.
- Works collaboratively with the other Assistant Estates Operations Managers, and provides cover for them for period of leave etc.
- Authorised signatory for financial transactions e.g. purchase orders and goods received.
- Assists with estates maintenance contract procurement and management.
- Ensures Estates Statutory Compliance e.g. Legionella control and electrical testing, together with the efficient use of energy and utility services.
- Manages Estates produced waste to meet legislative requirements.

Required to work with a broad range of stakeholders, including members of the Clinical Care Groups and Corporate Departments, Estates Staff, Consultants and Contractors who are external to the organisation, Statutory Bodies, NHS Agencies and members of the public to ensure that the Trust's objectives are met in a safe and efficient manner.

MAIN DUTIES AND RESPONSIBILITIES

Team Management

- Manages both Directly Employed Labour and Contractors to ensure the operational effectiveness of the planned preventive and reactive (repairs) maintenance services for all Trust buildings, engineering plant and equipment, and grounds.
- First-line management responsibility for own in-house maintenance team, and ensures that managerial/technical responsibilities and objectives for the team members managed are clearly defined and that members of the maintenance team are developed and supported to make an effective contribution to the corporate objectives of the Trust, and delivery of the day to day

maintenance service for the benefit of the Trust's patients.

- Develops and maintains effective open and transparent channels of communication to ensure that all members of staff are kept informed in a timely and appropriate manner of matters relating to their roles, such as via regular team meetings.
- Facilitates effective communication and co-operation within the Estates Directorate, and with the Clinical Care Groups, Corporate Departments and the relevant external organisations, such as Specialist Maintenance Contractors to ensure that works are carried out effectively and efficiently within the agreed timescales.

Planning and Performance Review

- Responsible for the implementation of local operational plans and work programmes for the estates maintenance function, which support the Trust's business plans.
- Contributes to the agreement and implementation of service and financial objectives for the areas under control.
- Monitors the performance of the estates operational maintenance team against its agreed objectives, and is responsible for taking corrective action where necessary.
- Regularly evaluates and reviews the performance of the estates operational maintenance team, and where appropriate, develops and subsequently implements initiatives and improvements to enhance performance, and or to ensure compliance with statutory and NHS standards.
- Ensures the most appropriate and effective use of resources (both in-house and external Contractors), including labour, transportation and materials e.g. requisition, supply, deployment and security, taking into account competing priorities and performance targets.

Resource Management

- Assists the Estates Operations Manager and finance colleagues with the budget setting process, to ensure that adequate resources are made available to maintain the estate in a safe condition, which is compliant with Statutory and Healthcare standards.
- Responsible for managing the delegated budgets and controlling expenditure, including the achievement of any agreed cost improvement targets.
- Authorises payments to contractors, suppliers, and approves direct labour jobs and the associated costs via timesheet and job docket sign-off.
- Identifies and implements efficiency improvements in support of the Lord Carter of Coles recommendations, and the Trust's Internal Efficiency Programme (IEP).
- Manages all resources e.g. in-house or contract under own control, in the provision of an effective maintenance and repair service.

Human Resources

- Has overall responsibility for the management of own Maintenance Section at the designated base, and as required provides appropriate cover for the other Assistant Estates Operations Managers, including at other Trust sites where necessary.
- Undertakes staff performance reviews and objective setting, including identification of staff

development and training needs, ensuring that every member of staff has a timely Annual Appraisal, which supports effective work performance.

- Ensures adherence to all Trust Human Resources policies and procedures within the estates operational maintenance team, and implements these in a fair and consistent manner.
- Establishes key performance indicators for the maintenance service, utilising management reports from the Estates Computer Aided Facilities Management (CAFM) systems e.g. Micad, taking corrective action to rectify poor performance where necessary.
- Promotes positive management/employee relationships, engagement and involvement, by working collaboratively with the Staff-Side representatives.
- Works closely and respectfully with all Trust colleagues in support of the Trust's values.

Estates Operations

- Responsible for the day-to day operational management of the allocated estates maintenance staff, working closely with the Estates Operations Manager to develop standardised Trust wide policies and procedures, which ensure compliance with statutory legislation and Healthcare guidance, such as the Health Technical Memorandum (HTM).
- Ensures that all relevant information is provided to the in-house maintenance staff to enable them to complete the work issued, and that any materials necessary to carry out maintenance and repair work are readily available from the Estates Store or from local suppliers as required.
- Ensures that reactive works are effectively prioritised in accordance with the agreed schedule of response times/service standards, and that all planned preventive maintenance and repair works are completed within the agreed timescales.
- Uses the Estates CAFM system e.g. Micad to control, monitor, organise and record the activities of the Estates maintenance team and Contractors, and to produce monthly performance reports covering adherence to the maintenance plan or agreed service standards, where necessary initiating corrective action.
- Carries out quality audits to ensure that work is undertaken in accordance with Trust policies, HTM guidelines, and all statutory (H&S) requirements, and that the in-house maintenance staff and Contractors achieve appropriate standards of productivity and workmanship when undertaking work.
- Acts as an 'Authorised or Responsible Person' (AP/RP) for one or more technical functions, such as Medical Gases, Electrical Safety (HV/LV), Legionella Control (Water Safety), Specialist Ventilation and Decontamination, undertaking specialist and site familiarisation training as required.
- Reviews and implements protocols, policies and procedures and working practices that influence beyond own work area i.e. Service Level Agreements and Schedules of Work with Theatres and Wards.
- Supervises maintenance and minor works projects as delegated by the Estates Operations Manager.
- Responsible for ensuring that maintenance of the estate (comprising of all grounds, buildings and engineering systems) is in accordance with all relevant statutory requirements, including Approved Codes of Practice (ACoPs) and the relevant Health and Safety Executive (HSE) guidance.
- Ensures that the 'Duty Holder' requirements under the Control of Asbestos Regulations are effectively discharged by ensuring that this is consulted prior to relevant work commencing, and that appropriate precautions are taken when undertaking work in the vicinity of Asbestos Containing

Materials (ACMs), including organising supplementary Refurbishment and Demolition surveys where intrusive work is planned.

- Responsible for ensuring that suitable and sufficient Risk Assessments, Method Statements and Standard Operating Procedures (SoPs) are in place to ensure a safe system of work for the in-house maintenance team and external Contractors undertaking work on the Trust's premises, combined with effective site inductions, adequate work supervision and on-the-job sample audits.
- Manages all aspects of the on-site plant and equipment operation, so as to minimise energy and utilities consumption, collaborating with the Estates Manager (Environment, Compliance and Business Support) on matters relating to energy and environmental management.
- Works collaboratively with the Head of Capital Projects and his team on all new project schemes to ensure that the installations are fit for purpose when handed over, and effectively commissioned.
- Assists with the management of all delegated commercial and technical aspects of the contracts procured for the operation and maintenance of the estate, including specialist service contracts, and the provision of waste management arrangements for estates produced waste.
- Contributes to the upkeep of the Estates and Corporate Risk Registers, by adding and updating any significant estates related risks to the Trust's risk management software system, and ensures that the risks are proactively managed and monitored.
- Supports prompt incident reporting via the Trust's current Datix system to enable lessons to be learned and any necessary corrective measures to be implemented in a timely manner.
- Assists with the development of robust contingency and business continuity plans and implements these for own area of responsibility, in conjunction with the Fire Safety Advisor.
- Maintains Operations & Maintenance manuals, drawings, and statutory records up to date, and ensure that these are readily accessible by the maintenance staff/contractors.
- Works closely with the Estates Operations Manager to develop long-term estates operational strategies, to minimise operating costs, maximise asset life and availability, identifying cost-effective solutions to operational failures and problems.
- Participates in the 'Estates Manager On-Call Service' for the Trust directing appropriate resources to resolve operational emergency situations, and to provide support to facilities or clinical staff on duty.
- Contributes to any service reviews which may lead to improvements to the systems in place and/or services provided for the benefit of the Trust's patients.
- Deputises for the Estates Operations Manager at meetings as required.
- Continuously reviews existing working practices and implement improvements to generate efficiency savings.
- Assists with recruitment (providing job descriptions, person specifications and participating on interview panels), counsels and disciplines staff as required, and advises on staff training and development.

SYSTEMS AND EQUIPMENT

- Conversant with the corporate communication and IT systems and utilises these for optimum effectiveness, undertaking regular team meetings and 'tool-box' talks to ensure that staff are fully briefed to undertake their roles, including from a Health and Well-Being perspective.

- Able to work from technical drawings, circuit diagrams, manufacturers details and operational manuals.
- Responsible for storage of data with an occasional requirement to use computer software to create reports, documents and drawings
- Ensures that appropriate systems are put in place for the safe storage and recovery of all estate related information, maintaining confidentiality where appropriate.
- Operates computer systems to interpret and diagnose information to carry out repairs, such as the Building Management System (BMS).
- Regular requirement to use the Estates CAFM systems (currently Apollo FM and Micad) to store building and engineering maintenance information, and to produce reports for performance monitoring and service improvement purposes.

DECISIONS, JUDGEMENTS AND FREEDOM TO ACT

- Responsible for day to day site operations and maintenance, and works with a large degree of autonomy for own area of responsibility, providing work status and service performance updates to the Estates Operations Manager as requested.
- Responsible for prioritising and allocating the daily work to the in-house maintenance team, and Contractors where employed.
- Supervises and controls the work of Contractors or Directly Employed Labour as required, with general statutory/mandatory or Trust policy governing the work procedures.
- Prepares estimates, designs and specifications for maintenance or plant replacement schemes and undertakes the associated Clerk of Work duties.
- Required to make judgements across a wide range of estates issues taking into account legislation, Health & Safety, and often conflicting demands when allocating labour, and to undertake complex fault-finding.
- Accountable for all significant decisions affecting the services under his/her control in liaison with the Estates Operations Manager, including those related to financial and human resources, quality and service developments within the estates operational function and those issues having wider implications for services across the Trust.
- Plans and prioritises maintenance projects, including liaison with Users, Contractors and Specialist Agencies and project manages delegated works.
- Supports the wider Estates Management team in ensuring appropriate systems are in place to deliver effective, efficient and statutorily compliant services.
- Acts in accordance with the Code of Conduct for NHS Managers and the Trust Values.

COMMUNICATION AND RELATIONSHIPS

- Develops and maintains effective systems of communication, written and verbal, formal and informal, with own maintenance team.
- Provides and receives complex information, exchanging maintenance, technical project-related information with specialists and non-specialists, and negotiating with contractors and/or suppliers.

- Ensures that relevant information in respect of the estates operational function is disseminated as appropriate throughout the maintenance team and to external Contractors where appropriate.
- Maintains appropriate contact with colleagues, contractors, patients, visitors and relatives and hospital staff whilst carrying out his/her duties within the Trust.
- Presents written and verbal reports as requested in relation to estates operational activities at a variety of forums, including formal Committee meetings.
- Maintains communication with external professional bodies, such as IHEEM and HefmA, to ensure on-going Continuing Professional development (CPD), and disseminates the knowledge gained within the Estates Department, and applies this to the day to day management activities.
- Ensure that confidentiality is maintained at all times in accordance with the Trust's Information Governance (Confidentiality) Policy.

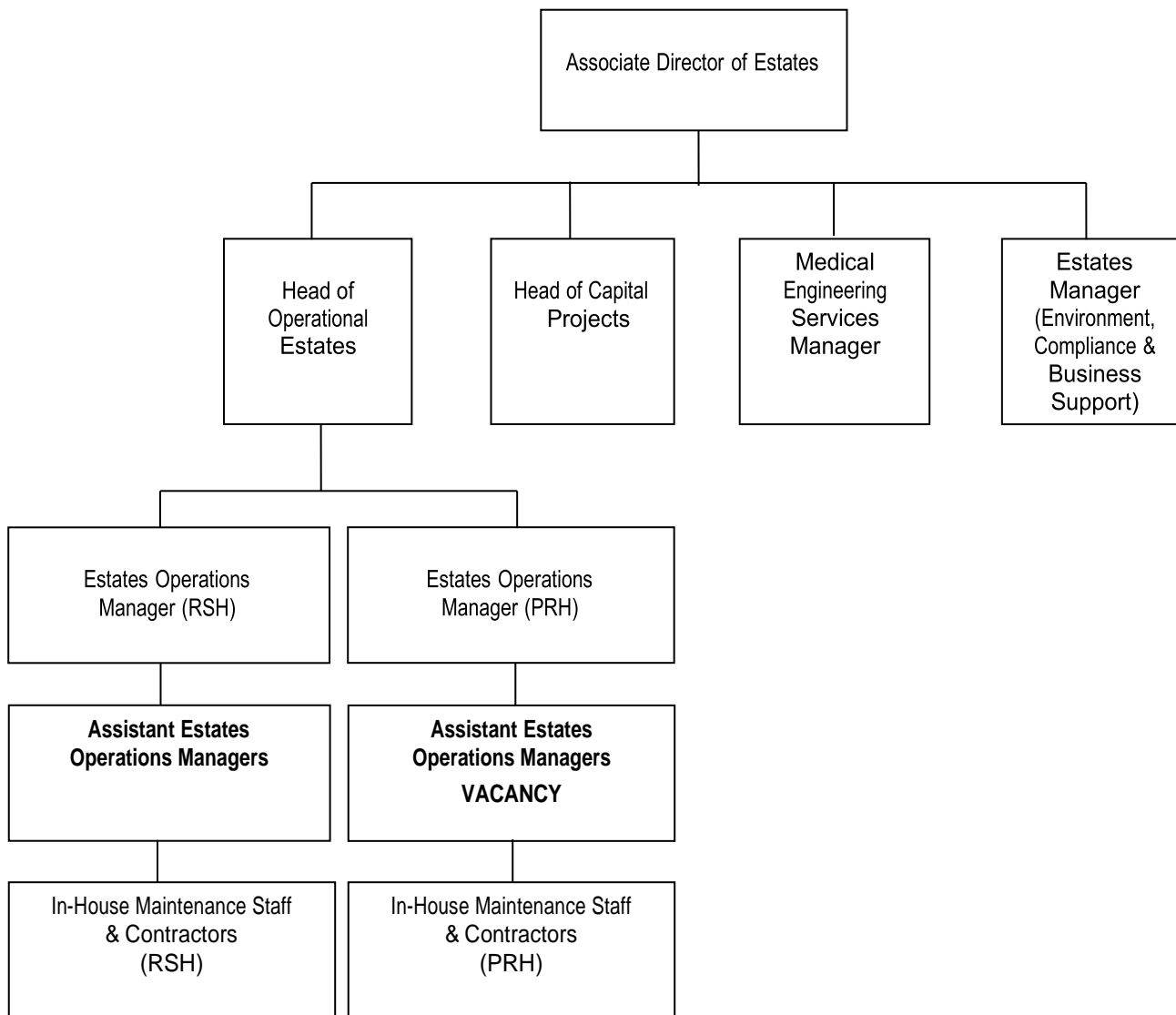
PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST

- Required to visit various Trust sites to ensure effective management of the estates operational services and for attendance at meetings as necessary.
- Works flexibly as necessary in order to meet critical short term deadlines when dealing with operational incidents, whilst working in the long term to achieve Corporate and Departmental objectives.
- Acts sensitively in ensuring that the concerns of staff are dealt with sympathetically, alongside service needs and requirements.
- Occasional exposure to emotional situations, and required to deal with staff grievances and disciplinary issues as they arise.
- Occasionally exposed to highly unpleasant conditions during work related to sewers and drains etc. and to unpleasant conditions when working outside in inclement weather, or in confined spaces, such as Subway Ducts and Plant Rooms.
- Required to be physically fit in order to exert light physical effort to cope with the demands of a busy maintenance department.
- Required to exert light physical effort to reach inaccessible areas.
- Required to deal with an unpredictable work pattern and operational incidents, which require frequent concentration when viewing drawings and schematics.
- Highly developed physical skills including accuracy and manipulation of fine tools for calibration and use of test equipment.
- Assists patients during incidental contacts.

GENERAL

The job description does not attempt to describe all the individual tasks the post holder will undertake, and may be amended from time to time, in consultation with the post holder, as part of the staff appraisal process, and in line with Trust policy.

Appendix 1 – SaTH Estates Part Organisation Chart





PERSON SPECIFICATION

The following pages contain a description of the qualifications, skills, experience, knowledge and other attributes a candidate should ideally possess to successfully perform this role.

QUALIFICATIONS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Professional knowledge acquired through degree and specialist training, or equivalent level of knowledge acquired through City and Guilds Engineering courses, with demonstrable supplementary technical and management experience. Accredited Health and Safety training e.g. NEBOSH Certificate, IOSH Managing Safely or equivalent. Suitable IT Skills e.g. MS Word & Excel /CAFM e.g. Micad. Committed to continuous management/professional development e.g. Authorised Person training to develop competence in areas such as Electrical/Water Safety. 	<ul style="list-style-type: none"> Certificate/Diploma in Management Studies or equivalent. Possess or working towards Chartered Status or membership of a professional Institution, such as IHEEM.

EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> Operational maintenance management in a complex organisation to meet statutory H&S standards. Extensive experience of managing building and engineering maintenance staff, plus Contractors. Conversant with methods of maintenance works and services procurement and contract management. 	<ul style="list-style-type: none"> Experience of managing hospital engineering systems in healthcare premises, and HTM requirements. Significant experience of managing organisational change and service improvement in a Trade Unionised environment.

<ul style="list-style-type: none"> • Budgetary control of an estates operations budget. 	
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SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Able to deal with multiple complex issues and take the lead in the event of operational failures and incidents. • Broad understanding of national and local NHS policies and initiatives affecting engineering and building services within the healthcare environment. • Works on Own Initiative. • Good Communication/Presentation Skills. • Well developed Organisational Skills. • Flexible Approach to Workload. • Willing to be part of the Estates on-call system. • Full driving licence & prepared to travel between sites. 	

OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none">• Active Team Player.• Able to up hold confidences in the interests of the Trust.• Flexibility of Working Hours if required.	<ul style="list-style-type: none">• Assured and confident.• Able to respond promptly to situations or incidents requiring immediate action.

GENERAL CONDITIONS

As they undertake their duties, all our people are required to uphold and demonstrate the Trust's core values of: Partnering, Ambitious, Caring and Trusted. Collaboration and partnership are also central to our approach in delivering our fundamental activities of patient care, teaching, and research.

HEALTH & SAFETY

As an employee of the Trust, you have a responsibility to:

- take reasonable care of your own Health and Safety and that of any other person who may be affected by your acts or omissions at work; and
- co-operate with the Trust in ensuring that statutory regulations, codes of practice, local policies and departmental health and safety rules are adhered to; and
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety

INFECTION PREVENTION AND CONTROL (IPC)

The prevention and management of acquired infection is a key priority for the Trust. As an employee of the Trust, you have a responsibility to:

- ensure that your work methods are compliant with the Trust's agreed policies and procedures and do not endanger other people or yourself; and
- be aware of infection prevention and control policies, practices, and guidelines appropriate for your duties and you must follow these at all times to maintain a safe environment for patients, visitors and colleagues; and
- maintain an up-to-date knowledge of infection prevention and control, policies, practices, and procedures through attendance at annual mandatory updates and ongoing continuing professional development; and
- challenge poor infection prevention and control practices of others and to report any breaches, using appropriate Trust mechanisms (e.g. incident reporting policy)

INFORMATION GOVERNANCE

The Trust is committed to compliance with Information Governance standards to ensure that all information is handled legally, securely, efficiently, and effectively. You are required to comply with the Trust's Information Governance policies and standards.

- Confidentiality and Security - Your attention is drawn to the confidential nature of information collected within the NHS. Whilst you are employed by the Trust you will come into contact with confidential information and data relating to the work of the Trust, its patients or employees. You are bound by your conditions of service to respect the confidentiality of any information you may come into contact with which identifies patients, employees or other Trust personnel, or business information of the Trust. You also have a duty to ensure that all confidential information is held securely at all times, both on and off site.
- Disclosure of Information - To ensure that information is only shared with the appropriate people in appropriate circumstances, care must be taken to check the recipient has a legal basis for access to the information before releasing it. Upon leaving the Trust's employment and at any time thereafter you must not take advantage of or disclose confidential information that you learnt in the course of your employment, to protect yourself and the Trust from any possible legal action.
- Information Quality and Records Management - You must ensure that all information handled by you is accurate and kept up-to-date and you must comply with the Trust's recording, monitoring, validation and improvement schemes and processes.

PROFESSIONAL STANDARDS AND PERFORMANCE REVIEW

As an employee of the Trust, you have a responsibility to:

- participate in continuous personal development including, statutory and mandatory training as appropriate for the post; and
- maintain consistently high personal and professional standards and act in accordance with the relevant professional code of conduct; and
- take responsibility for the maintenance and improvement of personal and professional competence and to encourage that of colleagues and subordinates

SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

We all have a personal and a professional responsibility within the Trust to identify and report abuse.

As an employee of the Trust, you have a responsibility to ensure that:

- you are familiar with and adhere to the Trusts Safeguarding Children procedures and guidelines
- you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role

SOCIAL RESPONSIBILITY

The Trust is committed to behaving responsibly in the way we manage transport, procurement, our facilities, employment, skills, and our engagement with the local community so that we can make a positive contribution to society. As an employee of the Trust, you have a responsibility to take measures to support our contribution and to reduce the environmental impact of our activities relating to energy and water usage, transport and waste.

CONTINUOUS IMPROVEMENT

The Shrewsbury and Telford Hospital NHS Trust is committed to creating a culture that puts Continuous Improvement at the forefront of our transformational journey and our aim is to

empower colleagues at all levels have the confidence, capability, passion, and knowledge, to test changes and make improvements at SaTH and in the communities we serve.

Following a successful five-year partnership with the Virginia Mason Institute in the USA, SaTH continues to further develop and embed the Trust's approach to Continuous Improvement at all levels of the organisation. You will be supported by an Improvement Hub, which will provide the necessary expertise to support you make improvements, while also providing training at various stages of your time at SaTH, as part of your continuing professional development.

EQUAL OPPORTUNITIES AND DIVERSITY

The Shrewsbury and Telford Hospital NHS Trust is striving towards being an equal opportunities employer. No job applicant or colleague will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

The Shrewsbury and Telford Hospital NHS Trust the post-holder will have personal responsibility to ensure they do not discriminate, harass, bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

NO SMOKING POLICY

There is a no smoking policy in operation within the Trust. Smoking within the Trust's premises or within the Trust's grounds is not permitted.

MISCELLANEOUS

This job description is an outline of the key tasks and responsibilities of the post and is not intended to be an exhaustive list. The job may change over time to reflect the changing needs of the Trust and its services as well as the personal development.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD

Proudly supporting those who serve.





The Royal Shrewsbury Hospital

Telephone: 01743 261000

Minicom: 01743 261213

Address:

The Royal Shrewsbury Hospital

Mytton Oak Road

Shrewsbury

SY3 8XQ

[Getting to The Royal Shrewsbury Hospital](#)

The Princess Royal Hospital

Telephone: 01952 641222

Minicom: 01952 641222 Ext: 4995

Address:

The Princess Royal Hospital

Apley Castle

Telford

TF1 6TF

[Getting to The Princess Royal Hospital](#)