



# Mechanically Biased Multi Skilled Technician

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

<b>Job Title</b>	<b>Mechanically Biased Multi Skilled Technician</b>
<b>Band</b>	<b>5</b>
<b>Directorate</b>	<b>Estates</b>
<b>Accountable to</b>	<b>Assistant Estates Manager</b>
<b>DBS Required?</b>	<b>Standard</b>

## JOB PURPOSE

A fully skilled and experienced maintenance technician, able to work as directed with the minimum of supervision. Whilst the primary task is to undertake mechanical engineering works, the job holder is expected to have a flexible approach and be prepared to turn their hand to a number of building maintenance demands on other disciplines.

To undertake duties in respect of the maintenance of heating, plumbing systems and other mechanical services and equipment in Trust premises.

To carry out multi skilled tasks, on mechanical and electrical systems on Trust premises, but within established competence to meet the service needs and assisting other trades such as electrical and building technicians.

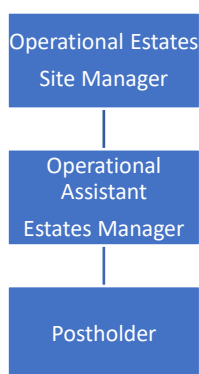
To support and deputise for the assistant managers short term when required ie annual leave, training.

To assist in the smooth running of the maintenance team and department.

The postholder may be required to undertake work at alternative Trust sites.

***Due to the On-call requirement of the post, you must be able to respond to emergency calls within 45 minutes of leaving home and arriving at the base hospital.***

### 1. ORGANISATIONAL POSITION:



### 2. SCOPE AND RANGE:

- The postholder will be capable of carrying out mechanical work covering a wide and diverse range of equipment and plant. Covering all hospital buildings, services and equipment covered by the Estates/Trust policies.
- The postholder requires minimal supervision working on their own or as part of the wider team.
- The postholder will be multi-skilled, in all aspects of Mechanical Engineering throughout the hospital and performs multi skilled tasks which are complex and/or non-routine. Responsible for calibration and fault finding on a wide range of engineering plant and equipment (Low pressure hot water systems, steam raising plant and associated equipment, steam sterilisers and hot and cold water systems).
- Perform a wide range of tasks and be sufficiently skilled in undertaking building maintenance.
- Also undertaking maintenance on major/minor repairs, improvement and capital work as directed by management, ensuring compliance with Trust Safety Standards and Procedures.

### 3. MAIN DUTIES OF THE POST:

- The postholder will be capable of carrying out mechanical work covering a wide an diverse range of equipment and plant, will also work in accordance with the requirements of all Health Technical Memorandum (HTM's) and guidance/regulation.
- Demonstratable comprehensive knowledge and high degree of skill to maintain, test, diagnose and rectify faults within the hospital building services and equipment.

- The equipment will include, installation and maintenance of hot and cold water services, heating systems, boiler plant (small and large steam plant including condensate pipework) domestic and mechanical equipment, pumps, duct work, air conditioning and some complex specialist equipment including sterilisers.
- To act as Competent person (CP) for relevant disciplines i.e. Health Technical Memorandum (HTM's) as designated.
- To plan and manage day to day work and co-ordinate with Contractors and other staff members to arrange for work to be carried out.
- To design, manufacture, assemble and install new work.
- To carry out tasks effectively and efficiently to a high standard and instruct others on aspects of the trade.
- To work with and assist others Trades.
- The postholder will actively participate in the operation of engineering planned maintenance systems.
- The postholder will join the On-Call system responding to out of hours emergency calls from the On-Call Engineer to take appropriate action to make safe or repair, communicating and advising those affected, i.e. staff, patients and visitors etc.
- The postholder will be required to carry a Trust communication device as and when operational needs require, responding to urgent requests from their Line Manager during their working shift.
- The postholder maybe required to respond to fire calls and assist as directed on site.
- Be willing to have a flexible approach in working hours to meet the needs of the service. This may involve occasional shift cover or emergency cover.
- Overtime may be required to be worked to meet the needs of the service at the discretion of the management.

#### **4. SYSTEMS AND EQUIPMENT:**

- The postholder will be able to work from technical drawings, circuit diagrams, manufacturers detail and operational manuals.
- Have the ability to manufacture, assemble, erect and install new work, and carry out maintenance and repair with the relevant tools and equipment and be competent in the use of hand tools.
- Must conform to Estates and Trust policies, including national and local legislation.
- Operate computer systems to interpret and diagnose information to carry out repairs, (i.e. Building Management System)

#### **5. DECISIONS, JUDGEMENTS AND FREEDOM TO ACT:**

- Responsible for prioritising and managing daily allocated work.
- In general statutory/mandatory or Trust policy will govern the work procedure.



- The postholder will be able to carry out duties independently without supervision guided by standard operating procedures and operational manuals.
- The postholder prioritises work, diagnoses problems and establishes the best solution for the problem.
- Comments on policies relating to the department and undertakes surveys/audits as necessary.

## **6. COMMUNICATION AND RELATIONSHIPS**

- The postholder will have contact with colleagues, contractors, patients, visitors and relatives and hospital staff whilst carrying out their duties within the Trust.
- Able to communicate clearly and effectively with the above.

## **7. PHYSICAL, MENTAL AND EMOTIONAL DEMANDS OF THE POST:**

- Required to cope with the demands of a busy maintenance department both mentally and physically.
- Frequent requirement to exert intense physical effort for several long periods.
- Frequent requirement for concentration whilst using machinery, power tools, hand tools.
- Ability to problem solve on a frequent basis.
- Occasional indirect exposure to emotional and distressing circumstances, i.e. terminally ill patients, and areas of sensitivity including Maternity, Gynaecology, Urology. Pathology and Mortuary.
- Frequently engaged in heavy repairs and movement of equipment, frequently lifting, pulling and pushing of extremely heavy equipment, i.e. boilers, calorifiers, motors, pumps and pipework.
- Necessity for highly developed physical skills with a high level of hand eye co-ordination and accuracy, including but not exhaustive setting pumps, seals, bearings, pneumatic seal controls.

## **8. TRAINING:**

- Undertake all appropriate training including Trust statutory and mandatory training. Deliver any update training on specialist areas of expertise to Estates staff.
- Supervise/mentor apprentices whilst they undertake allocated tasks and liaise with designated managers in relation to apprentice development.

## **9. GENERAL POLICIES, PROCEDURES AND PRACTICES:**

- To comply with all the Trust policies, procedures and practices and to be responsible for keeping up to date with any changes to these.

## **10. WORKING CONDITIONS:**

- Confined spaces, i.e. air conditioning plant for access to motors and controls, services in ceiling voids and below floors, drains including manholes, also at heights and scaffolding after appropriate training.
- Excessive heat, dust, noxious fumes, noise, i.e. Boiler house work, Plant rooms, Sterilisers and Underground Service Ducts.

- Frequent handling of hazardous pool dosing chemicals, i.e. Calcium Hypochlorite and Sodium Bisulphate and Steam Boiler water chemicals.
- Frequent exposure to body fluids (blood, bedpan macerators & foul sewage)
- Occasional exposure to unpleasant conditions working outside in inclement weather.



## 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"> <li>NVQ level 3</li> <li>Or</li> <li>Completed recognised apprenticeship</li> <li>Or</li> <li>Relevant experience within trade specialism</li> </ul>	<ul style="list-style-type: none"> <li>Health and Safety Qualifications or modules of technical qualifications (IOSH One Day Working Safely, CSCS Gold card).</li> <li>City and Guilds 2391/4/5 Inspection &amp; Testing</li> </ul>

# EXPERIENCE AND KNOWLEDGE

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Background of mechanical work in the building industry/maintenance work.</li> </ul> <p>A clear understanding of health and safety procedures in theory and practical application.</p>	<ul style="list-style-type: none"> <li>Relevant experience of NHS hospital environment.</li> <li>Installation and/or maintenance experience in an industrial or domestic or commercial setting.</li> <li>PLC knowledge and experience</li> </ul>

# SKILLS

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Ability to interpret &amp; work from drawings &amp; specifications.</li> <li>Demonstrable ability to interpret &amp; fault find on a diverse range of complex systems and installations.</li> <li>Ability to communicate clearly and effectively with others, mainly verbally &amp; in writing.</li> <li>Demonstrable competence in dealing with difficult and/or stressful circumstances.</li> <li>Ability to share skills and knowledge with others in line with best practice.</li> <li>Ability to work without supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrable knowledge of other trades.</li> </ul>



<ul style="list-style-type: none"> <li>• Awareness of limits of own knowledge and ability/willingness to seek guidance and support.</li> <li>• A willingness to work flexibly and in a versatile manner to cover maintenance on a wide variety of plant &amp; equipment.</li> <li>• Ability to work on own initiative and as part of a team.</li> <li>• Ability to prioritise own work.</li> <li>• A willingness to demonstrate reliability &amp; flexibility in their contribution to service delivery in the face of changing service demands.</li> <li>• A focus on customer service</li> <li>• Willing to undertake training relevant to the post.</li> <li>• Willing to engage in new and innovative working practices to improve the service.</li> <li>• A commitment to own continuous personal development.</li> <li>• Basic IT skills or willing to learn</li> </ul>	
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## OTHER

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Participation in on-call system</li> <li>• Ability to undertake on-line training statutory and mandatory training as required.</li> <li>• Ability to travel as necessary to meet the requirements of the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work overtime.</li> </ul>

## 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.





## 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](#)